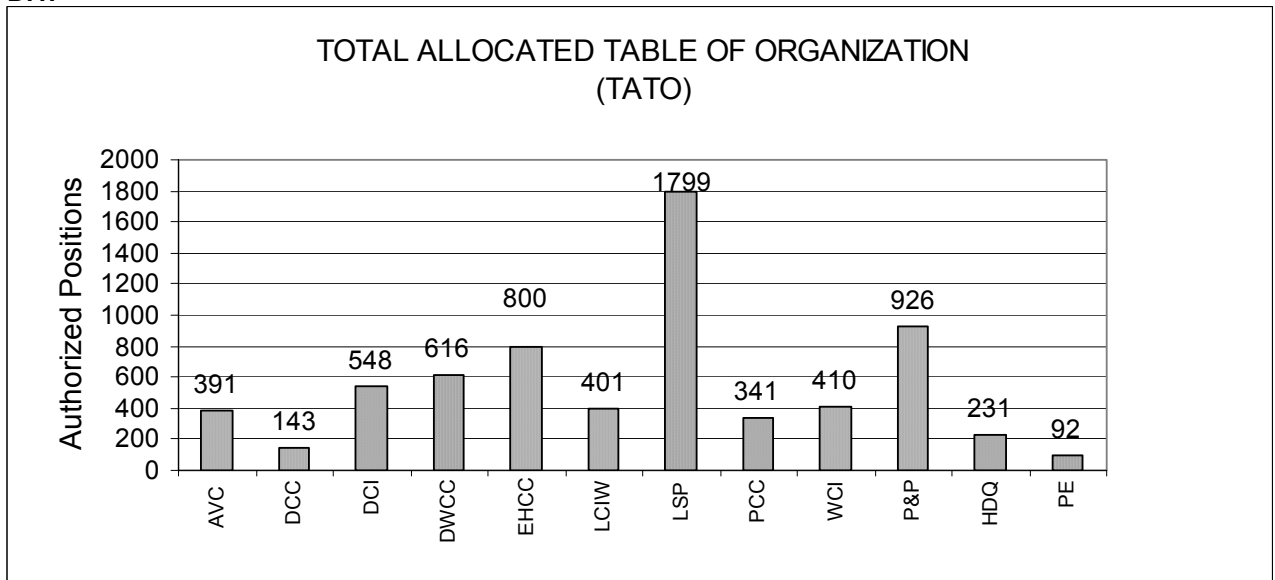


## D. HUMAN RESOURCES

### 1. TOTAL ALLOCATED TABLE OF ORGANIZATION

The Department bases the Total Allocated Table of Organization (TATO) on the number of positions authorized by the Office of Planning and Budget plus the number of established job appointments. The Department currently has 6698 positions allocated for the fiscal year 2003-2004. Chart **D.1.** depicts the number of positions allocated at each unit.

**D.1.**

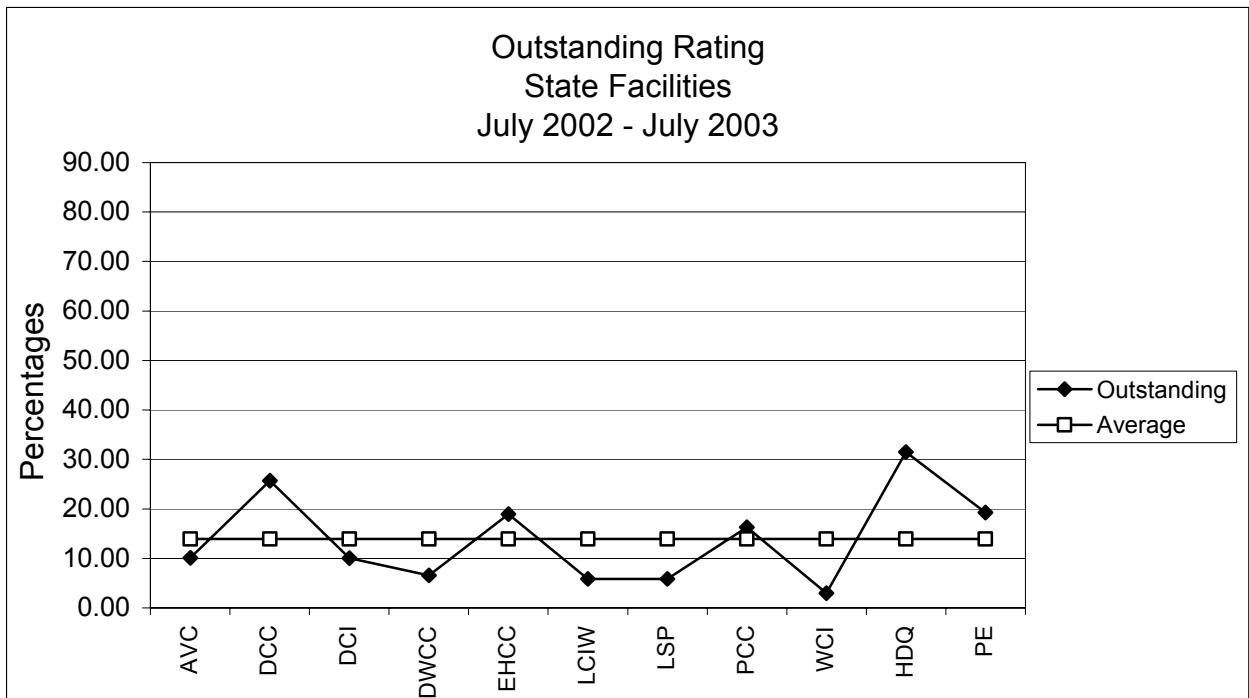


### 2. PERFORMANCE APPRAISALS

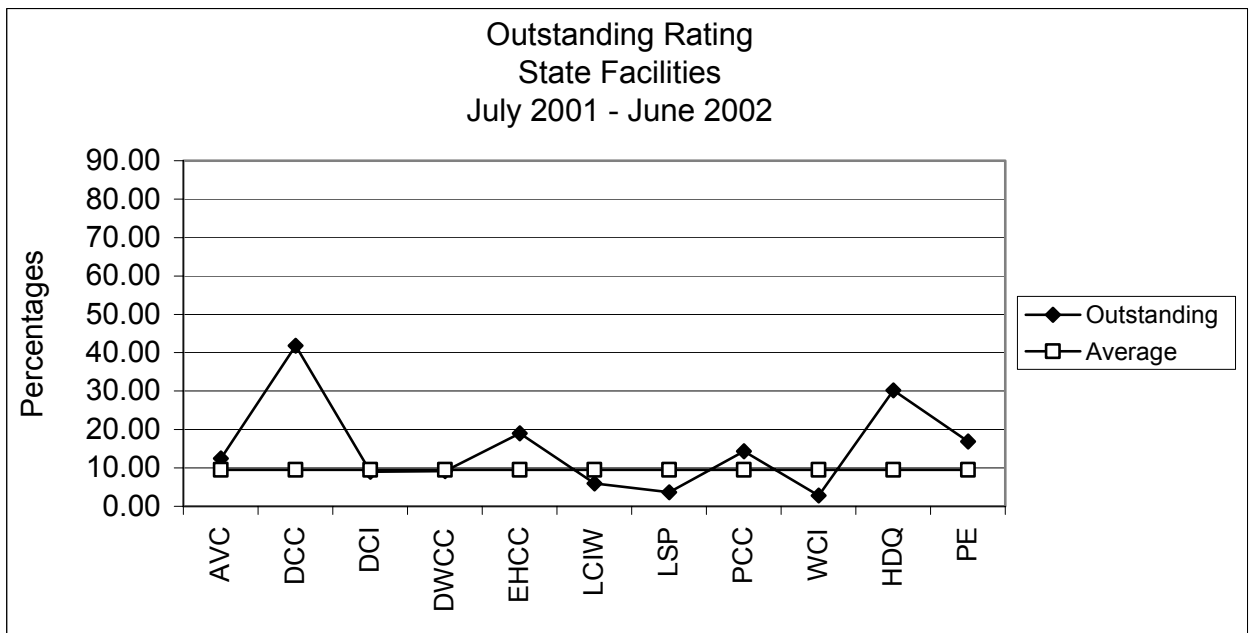
Civil Service requires that performance appraisal ratings be reported annually by all state agencies. The following charts provide a breakdown of each rating for the last 2 fiscal years. Department wide the average Outstanding Ratings have increased by 1.5 percent. There was a 7 percent decrease in the Meets Requirements ratings from the previous fiscal year. Its notable that Department wide the annual ratings for Needs Improvement has been less than 1 percent; furthermore, the Department only reported .11 percent in Poor Ratings for fiscal year 02-03 and no Poor Ratings in fiscal year 01-02.

## Outstanding

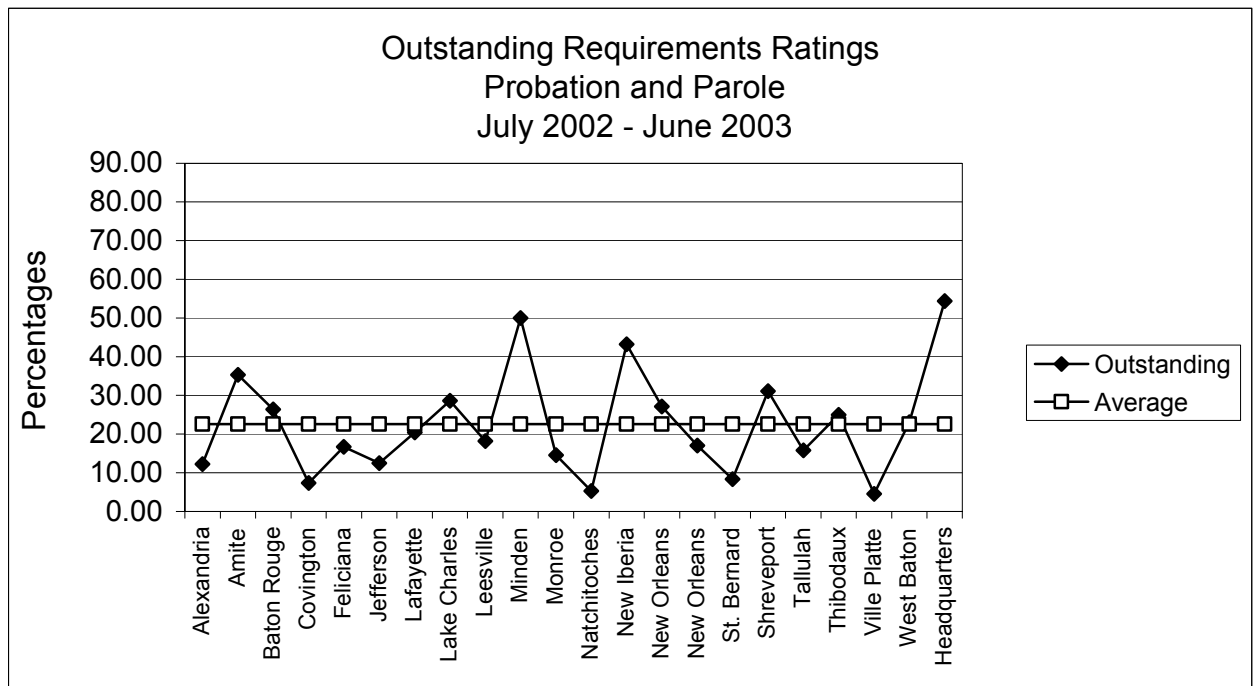
### D.2.a.i.



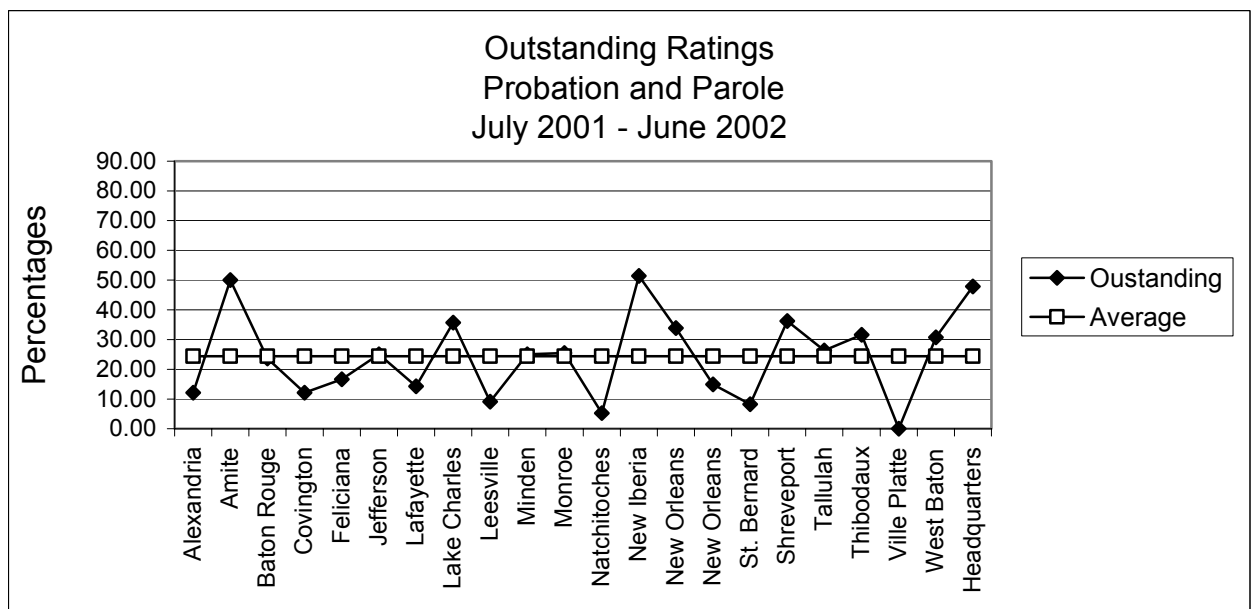
### D.2.a.ii.



D.2.a.iii.



D.2.a.iv.



## Exceeds Requirements

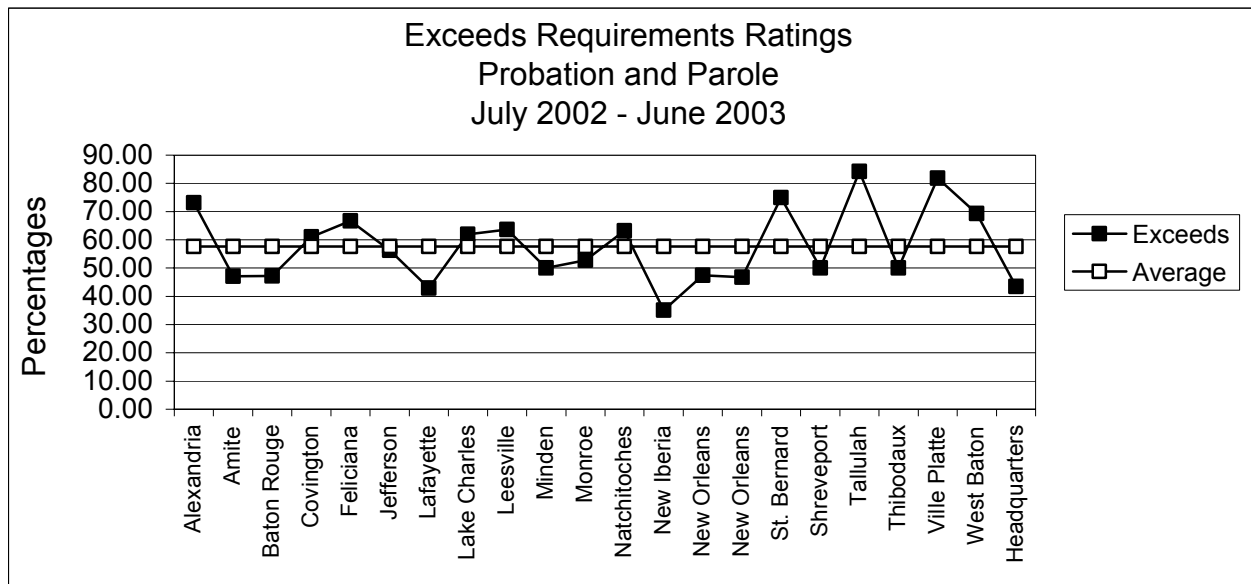
### D.2.b.i.



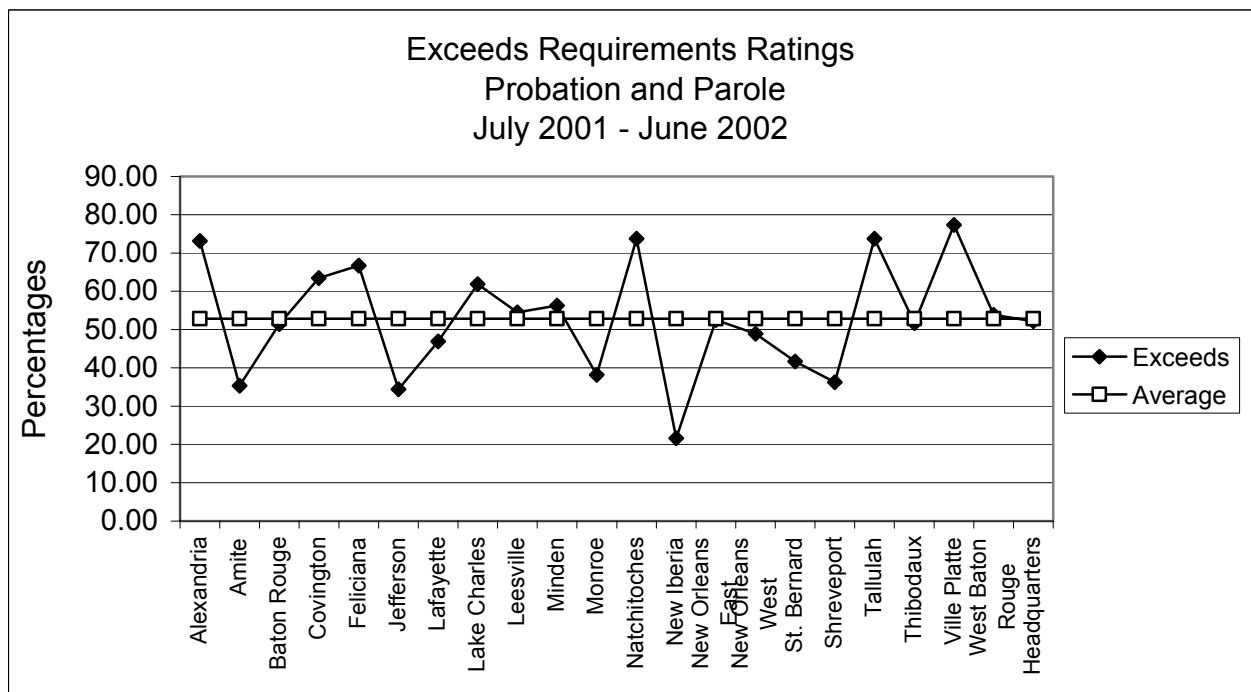
### D.2.b.ii.



D.2.b.iii.

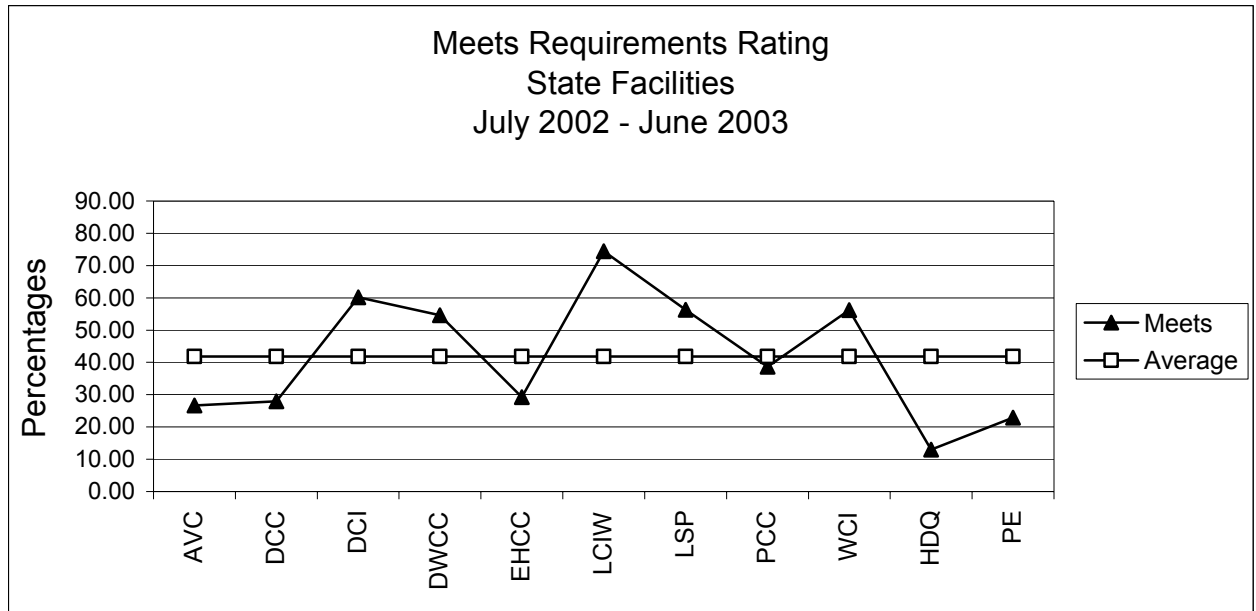


D.2.b.iv.

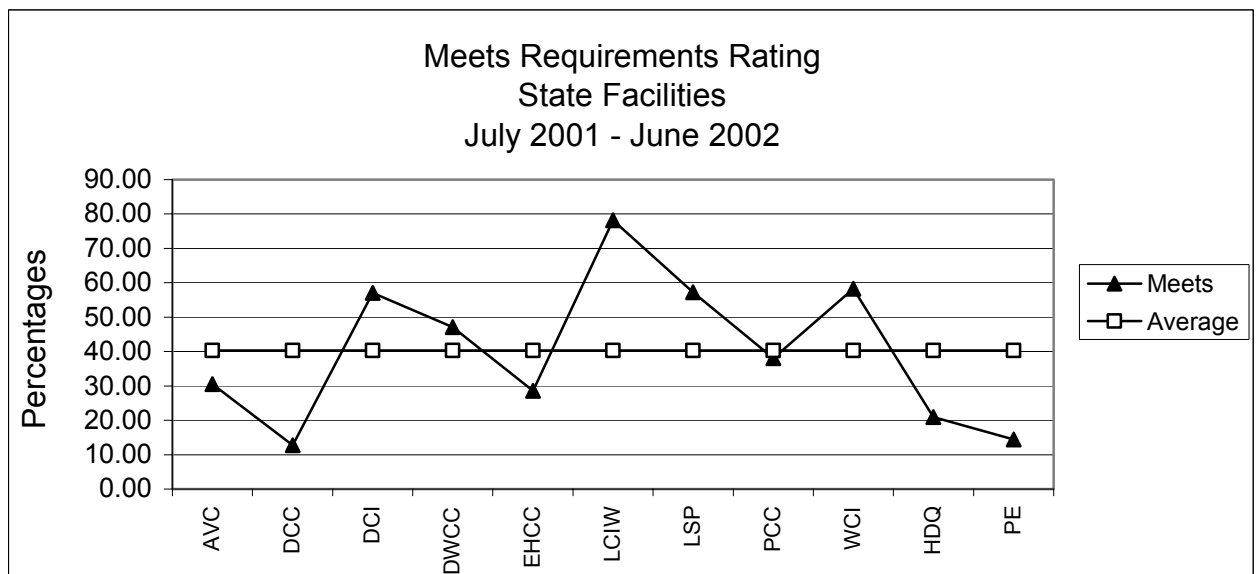


## Meets Requirements

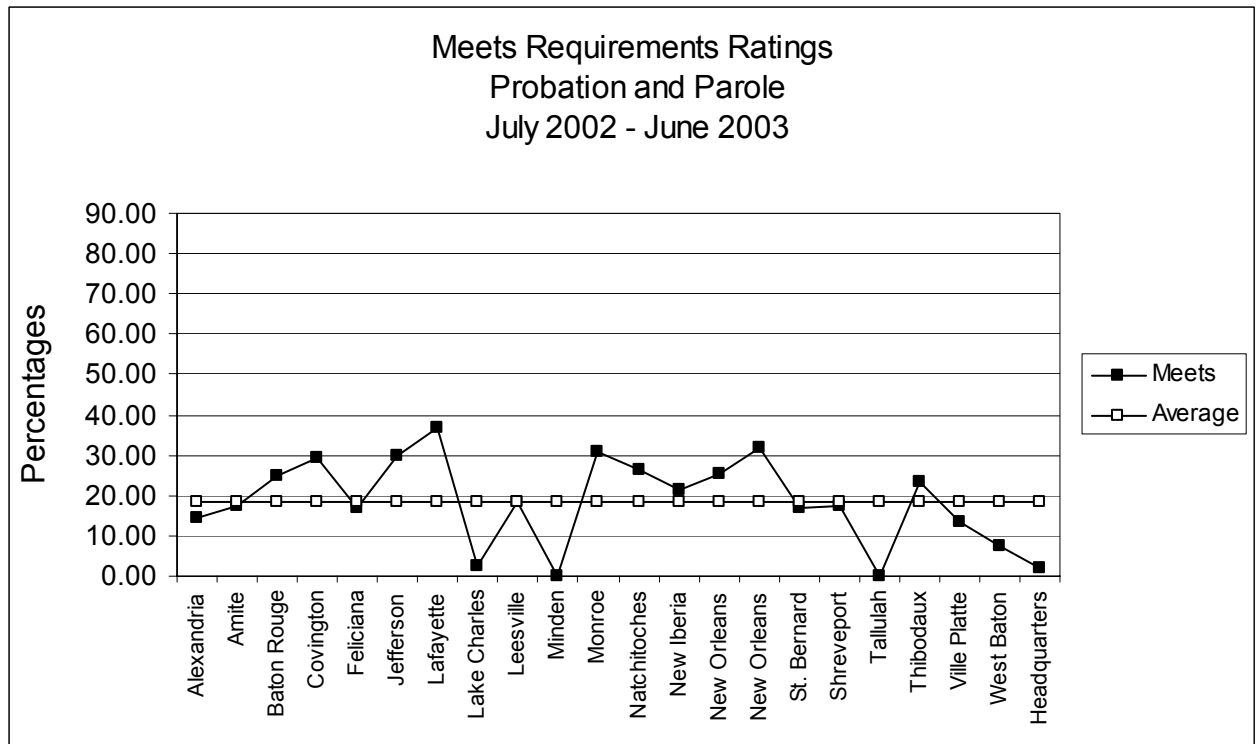
### D.2.c.i.



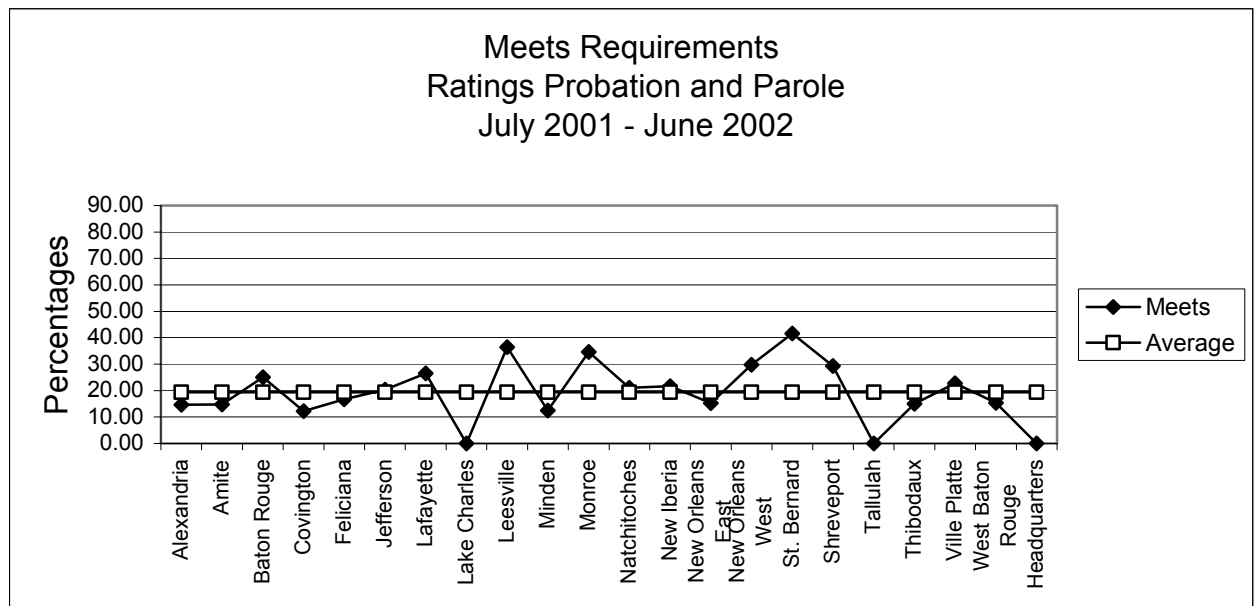
### D.2.c.ii.



D.2.c.iii.



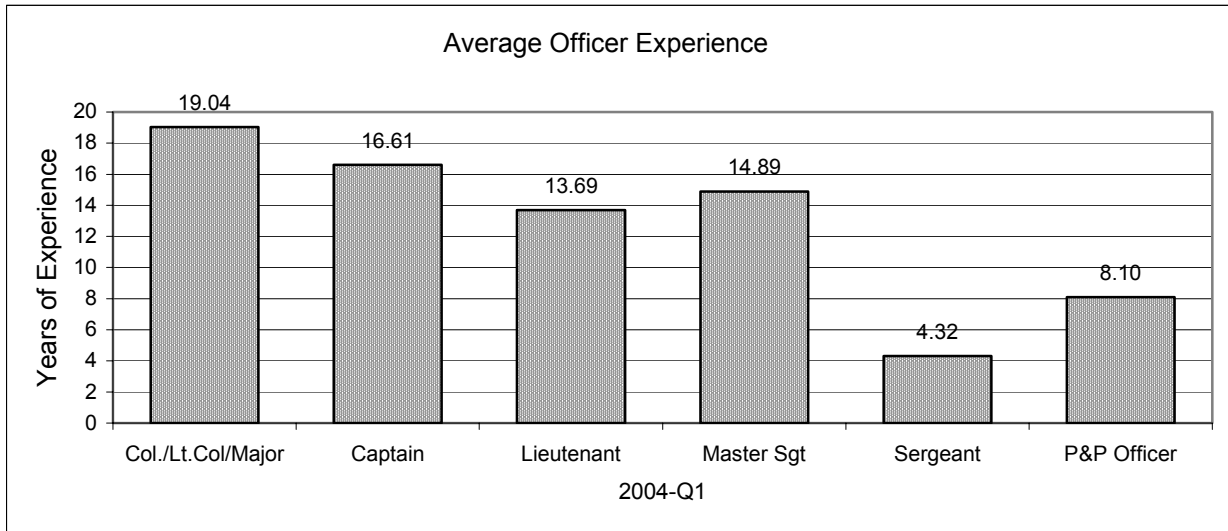
D.2.c.iv.



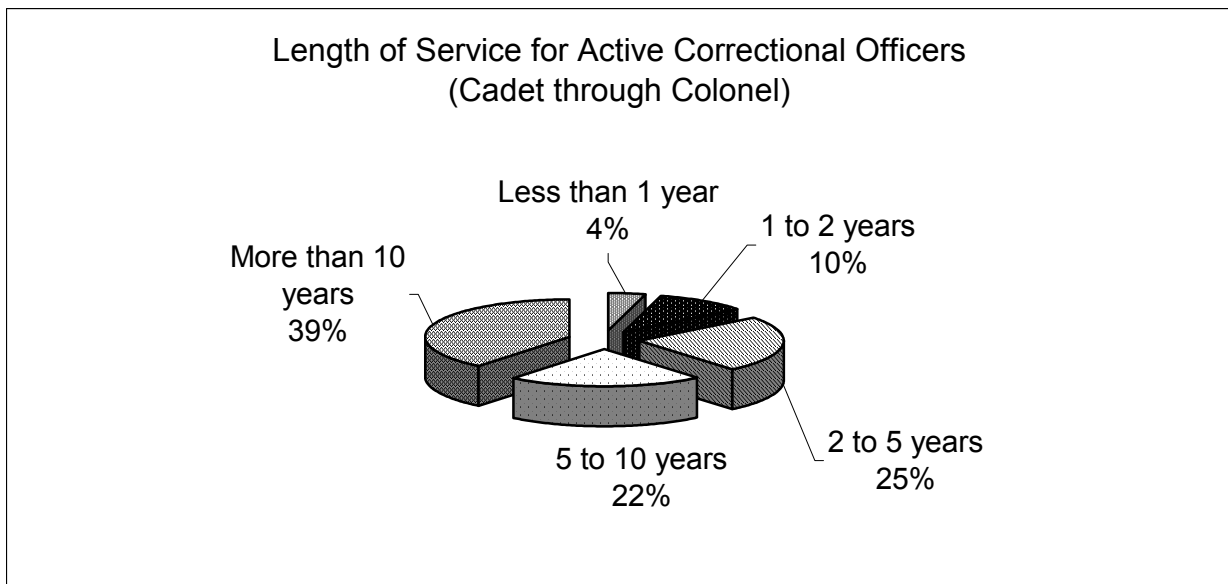
### 3. AVERAGE OFFICER EXPERIENCE

Chart **D.3.a.** thru **D.3.c.** depict the average years of experience for each job title listed. Averages are calculated by each employee's seniority date on the last date of the quarter. Seniority dates include the time spent as a security officer or probation and parole officer with the Department. The charts represent the number of years experience as of the last day of Q1 of 2004.

**D.3.a.**

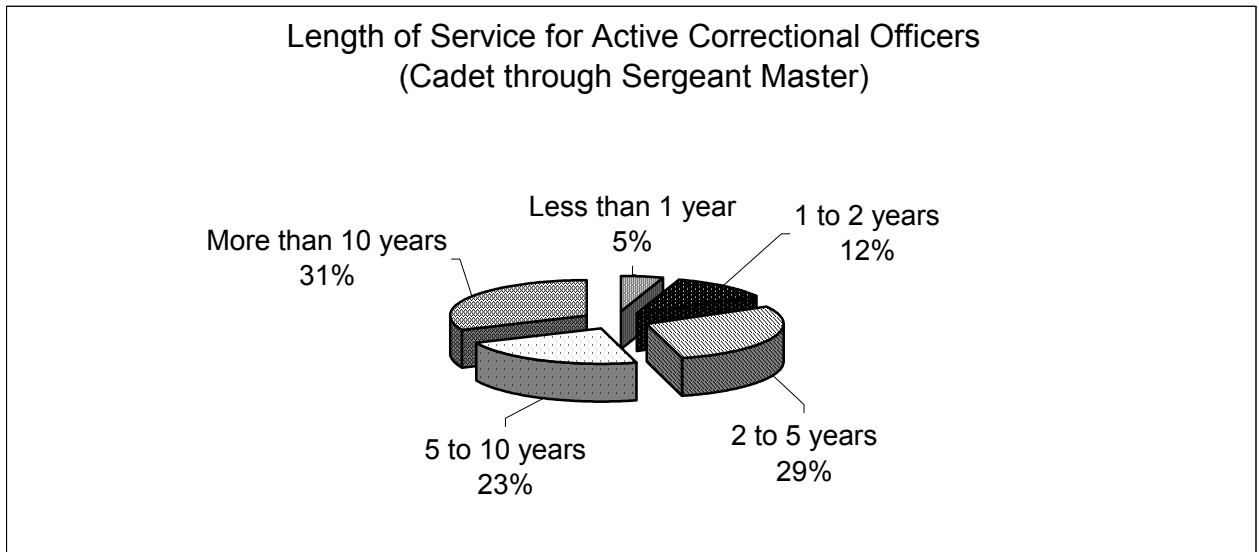


**D.3.b.**





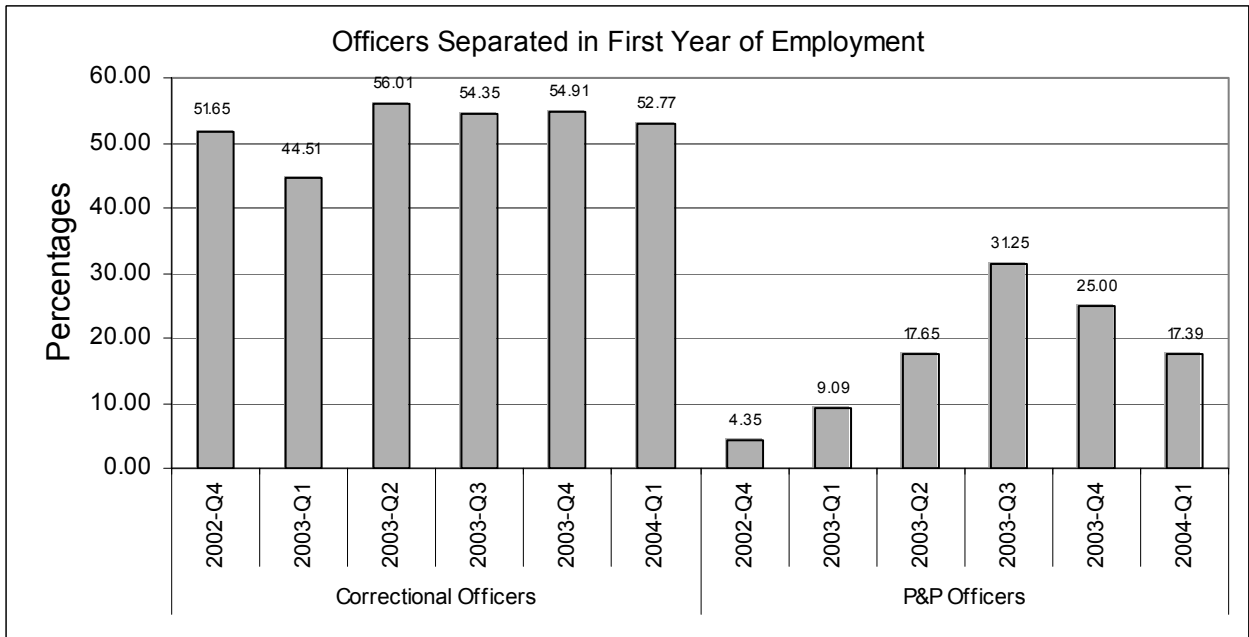
**D.3.c.**



**4. NEW OFFICER LONGEVITY REPORT (first year)**

Chart **D.4.** depicts the percentage of new officers that have separated from the Department in the first year of employment. All new officers hired one year ago are compared to the number of officers still employed one year later. It is notable that over half of Correctional Officers hired leave the Department before completing a year of service.

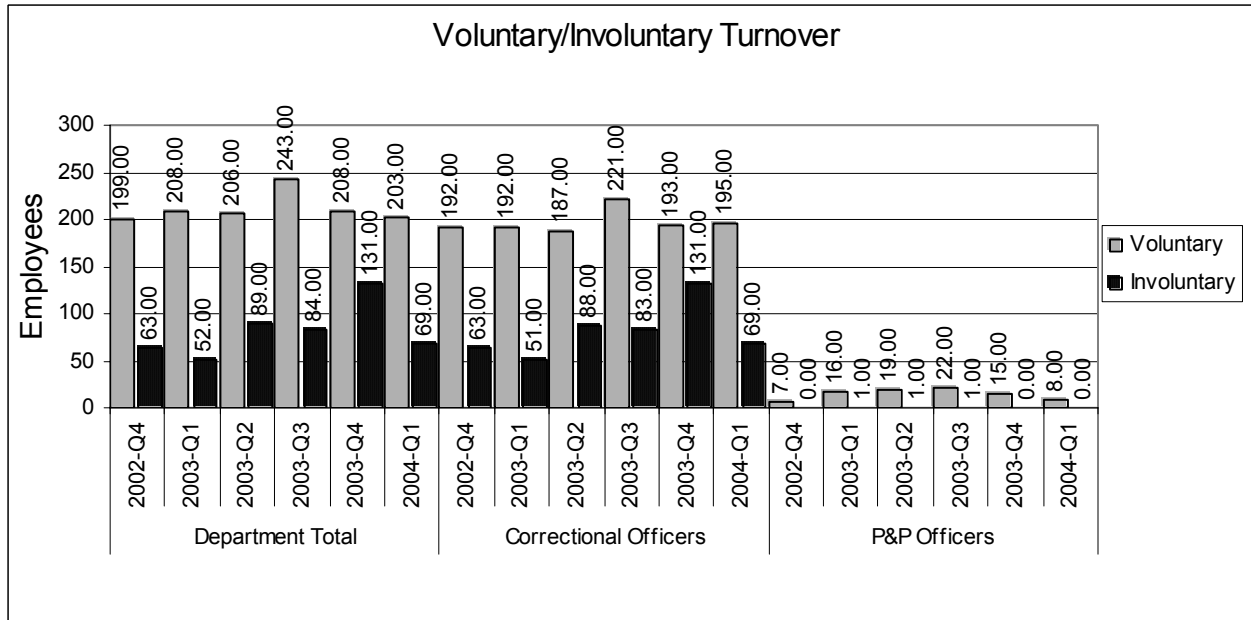
**D.4.**



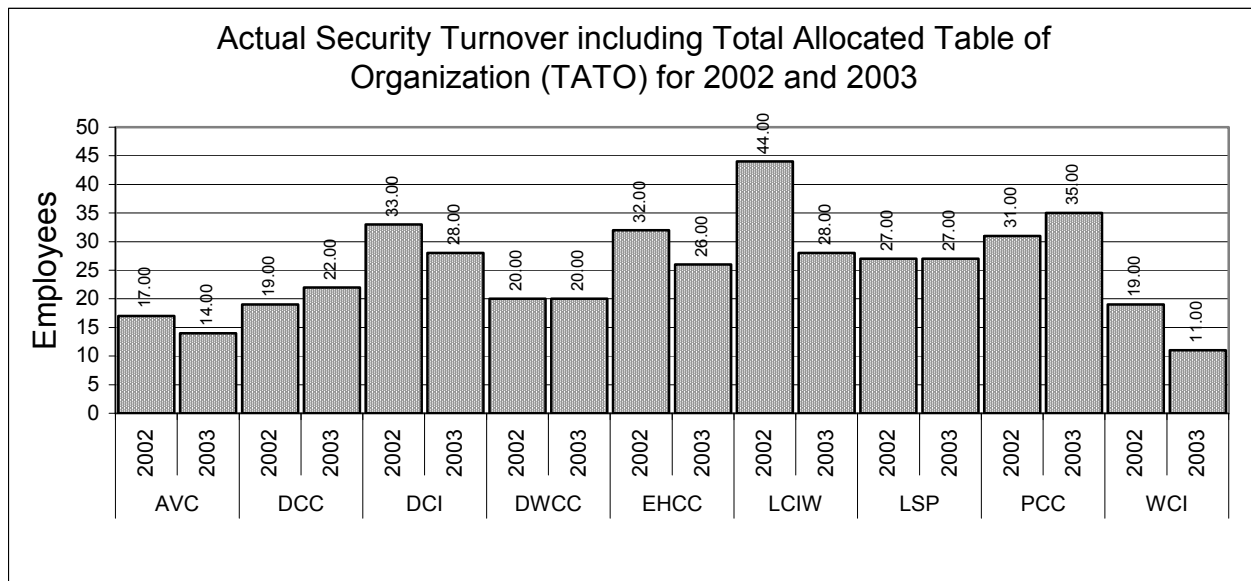
## 5. VOLUNTARY/INVOLUNTARY EMPLOYEE TURNOVER

Chart **D.5.a.** depicts separations from the Department on a voluntary and involuntary basis. It demonstrates the pro-active approach by the Department in separating unsuitable employees. Chart **D.5.b.** depicts the actual security turnover percentages for Year 2002 and 2003.

**D.5.a.**



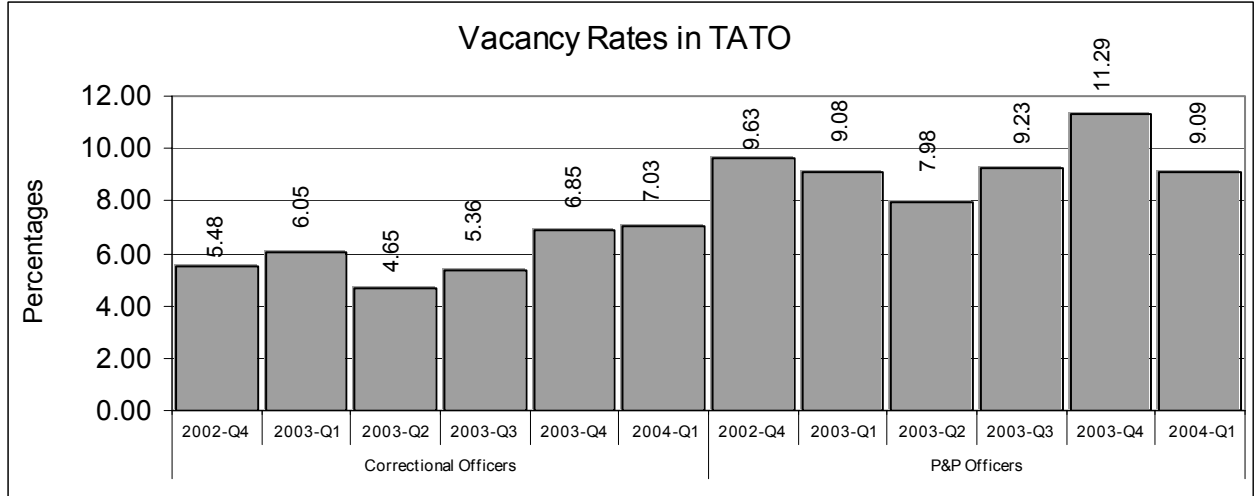
**D.5.b.**



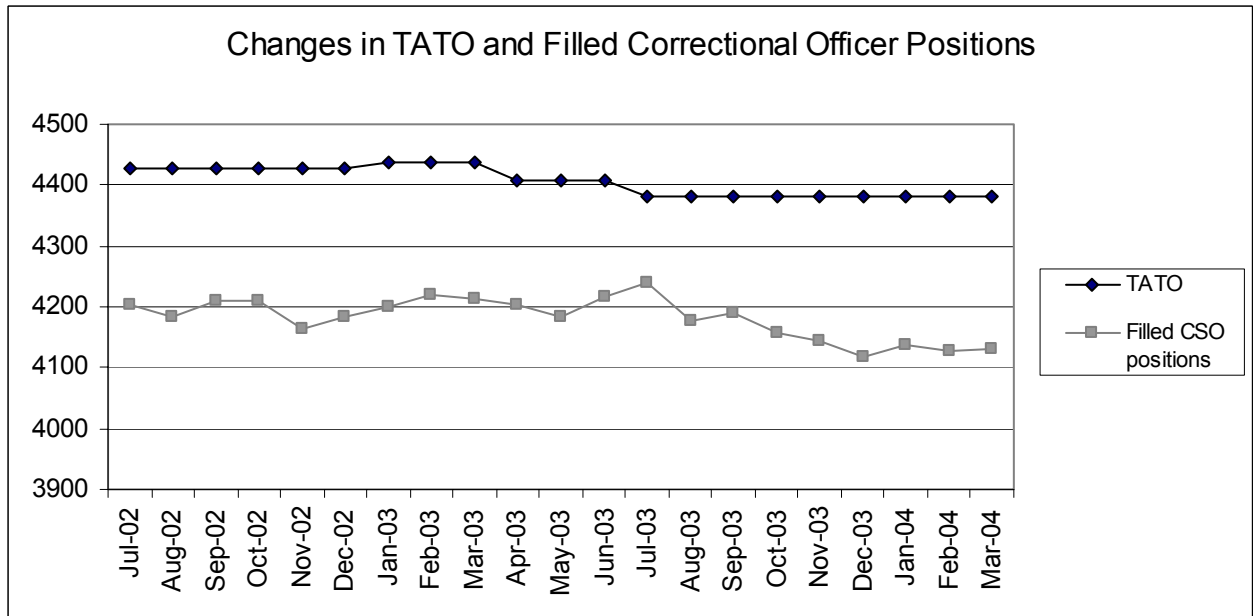
## 6. AVERAGE VACANCY RATES IN SELECTED CLASSES

Chart **D.6.a.** depicts the vacancy rates for Correctional Officers and Probation and Parole Officers. It includes vacancies that occur in Authorized Positions along with Job Appointment positions. Chart **D.6.b.** depicts the changes in the number of TATO positions and number of filled positions for Correctional Officers since TATO was established in July of 2002.

**D.6.a.**



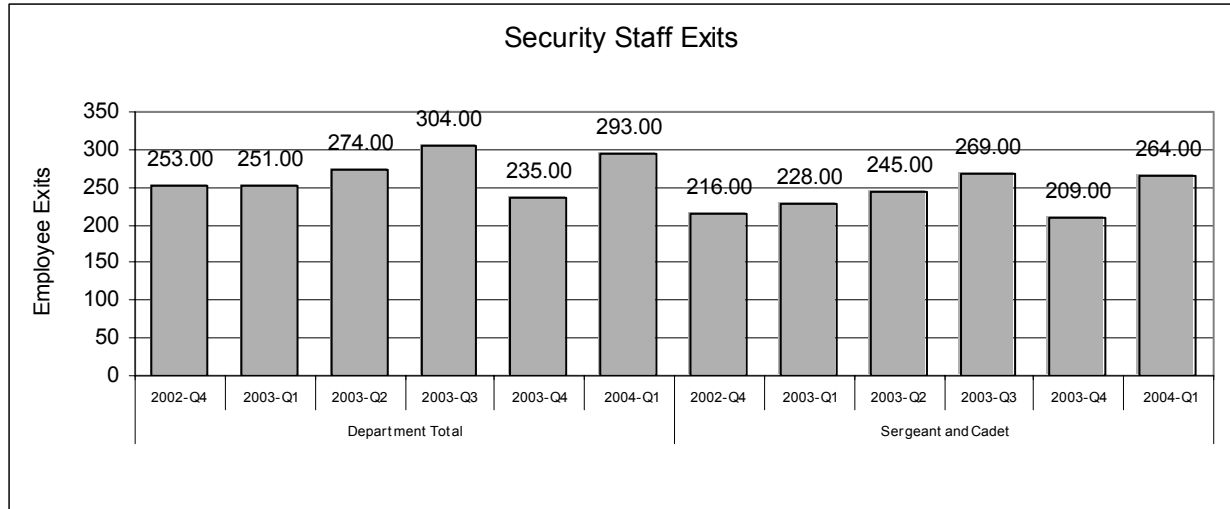
**D.6.b.**



## 7. SECURITY STAFF EXITS

Chart **D.7.** demonstrates cadet and sergeant turnover as compared to total security turnover. Cadet through Colonel positions are included in total security numbers and reflected as Department Total. The vast majority of separations occur at the cadet and sergeant level and is notable that many cadets leave employment before the completion of the six-month probationary period.

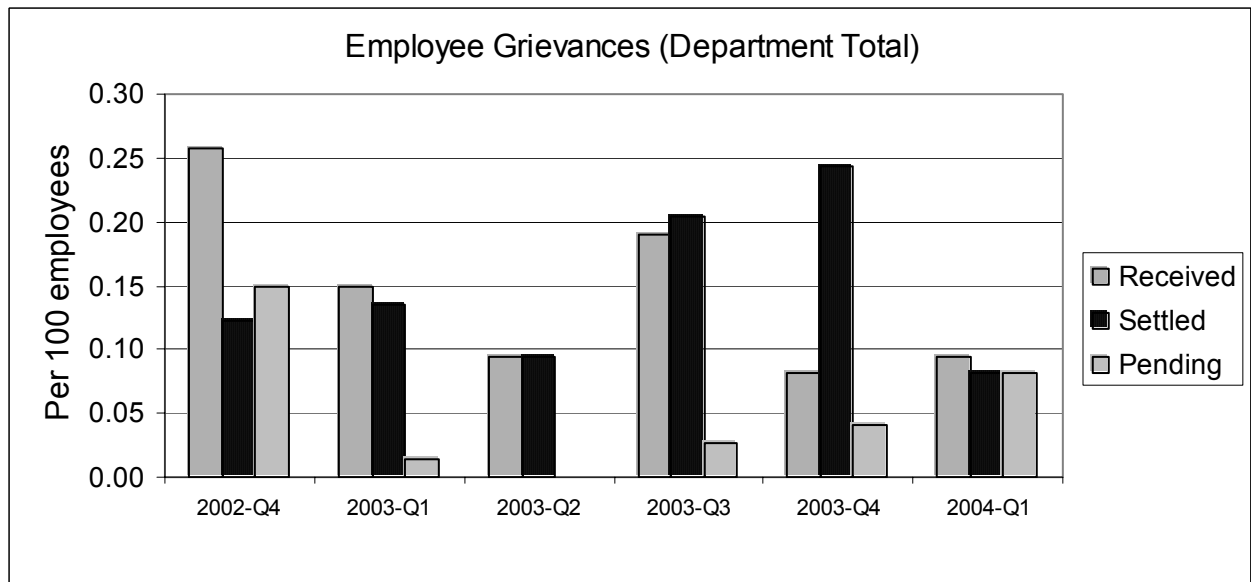
**D.7.**



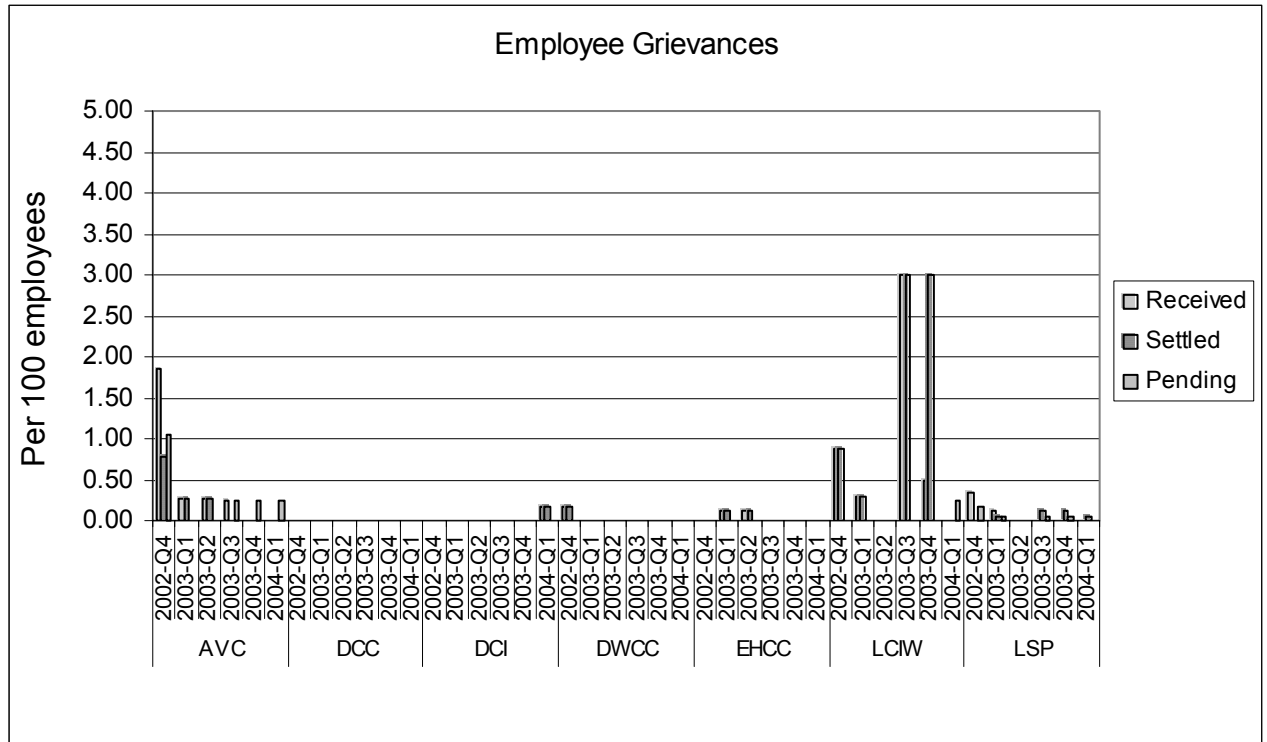
## 8. EMPLOYEE GRIEVANCES AND STATUS

Chart **D.8.a.** depicts the number of grievances received vs. the number that are pending and settled as a Department Total. Charts **D.8.b.i.** thru **D.8.b.ii.** have a complete breakdown of grievances by each unit.

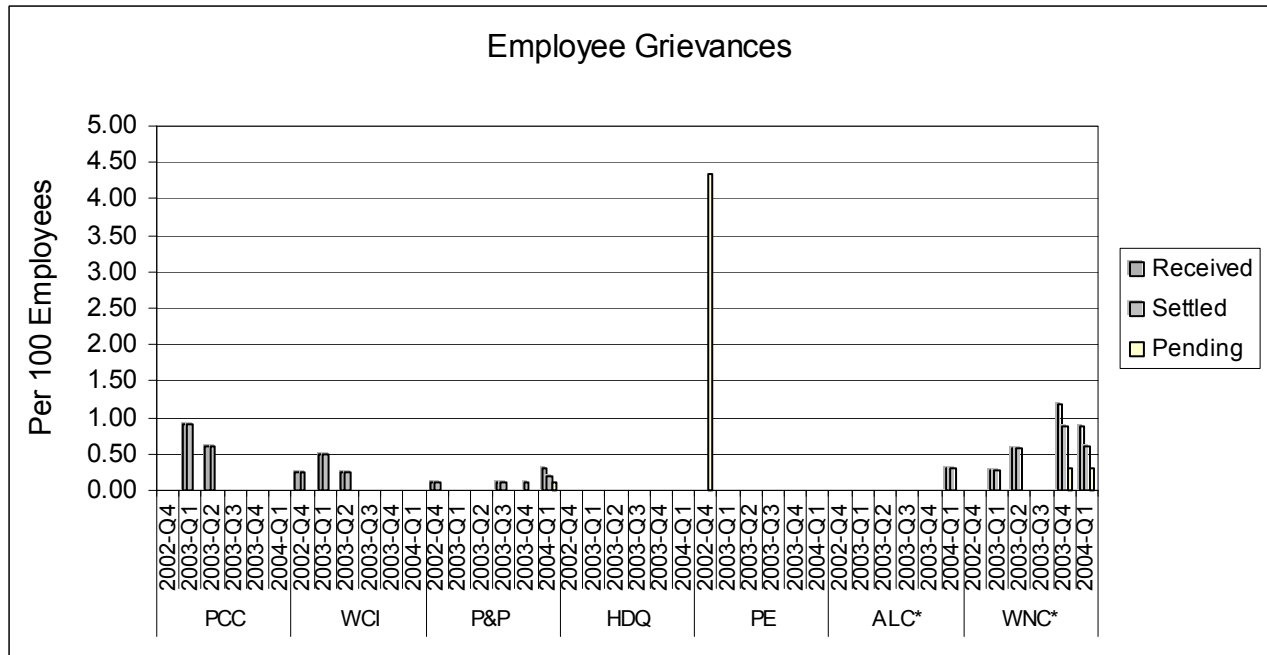
**D.8.a.**



D.8.b.i.



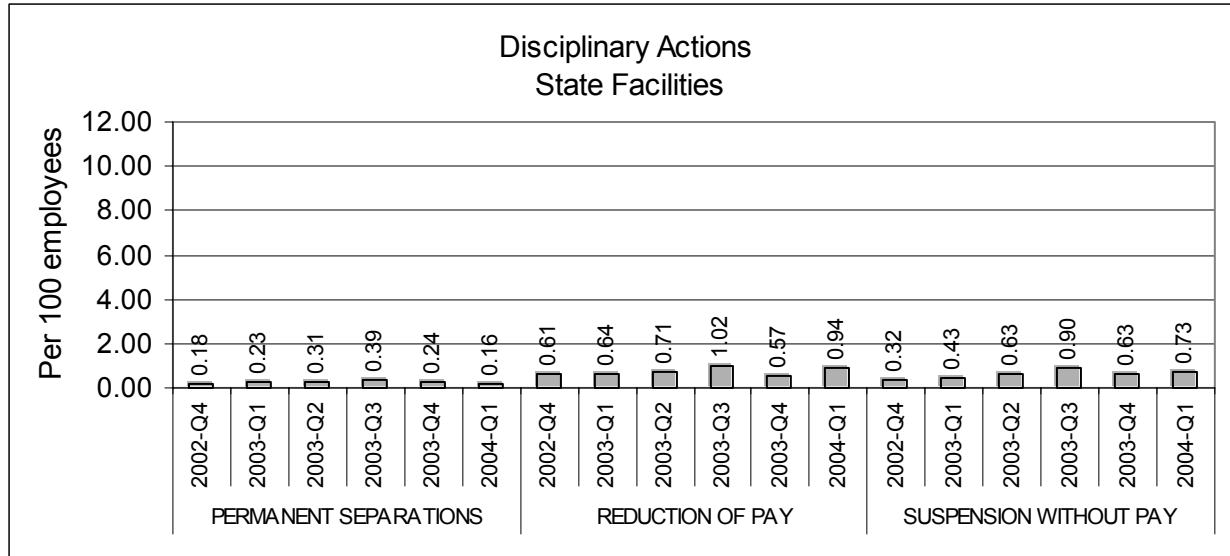
D.8.b.ii.



## 9. STATE FACILITY EMPLOYEE DISCIPLINARY ACTIONS

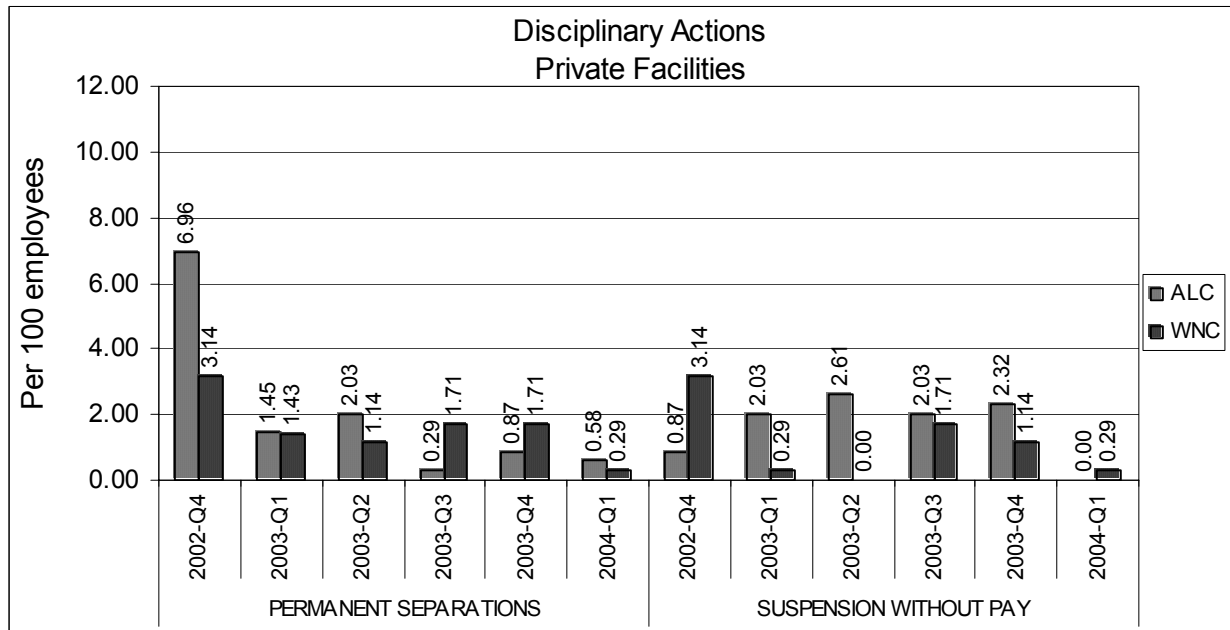
Employee disciplinary actions are the chief means by which the Department ensures adherence to policy and procedure required to make the Department safe and operated in the best interest of public safety. The Department has few separations reversed by Civil Service or the courts.

### D.9.



## 10. PRIVATE FACILITY EMPLOYEE DISCIPLINARY ACTIONS

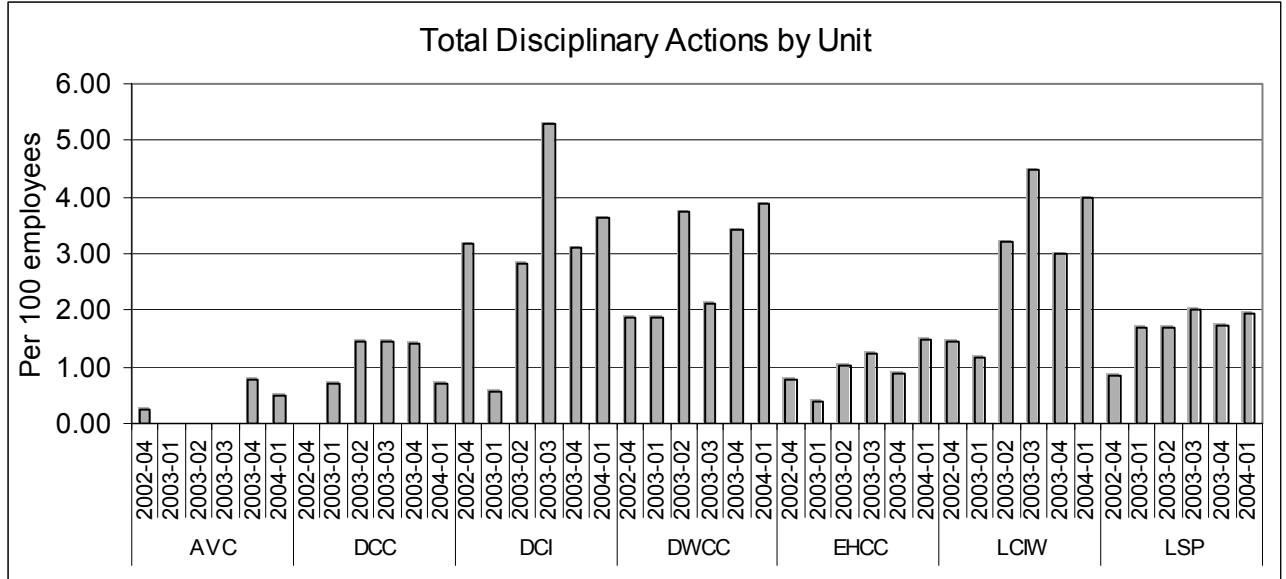
### D.10.



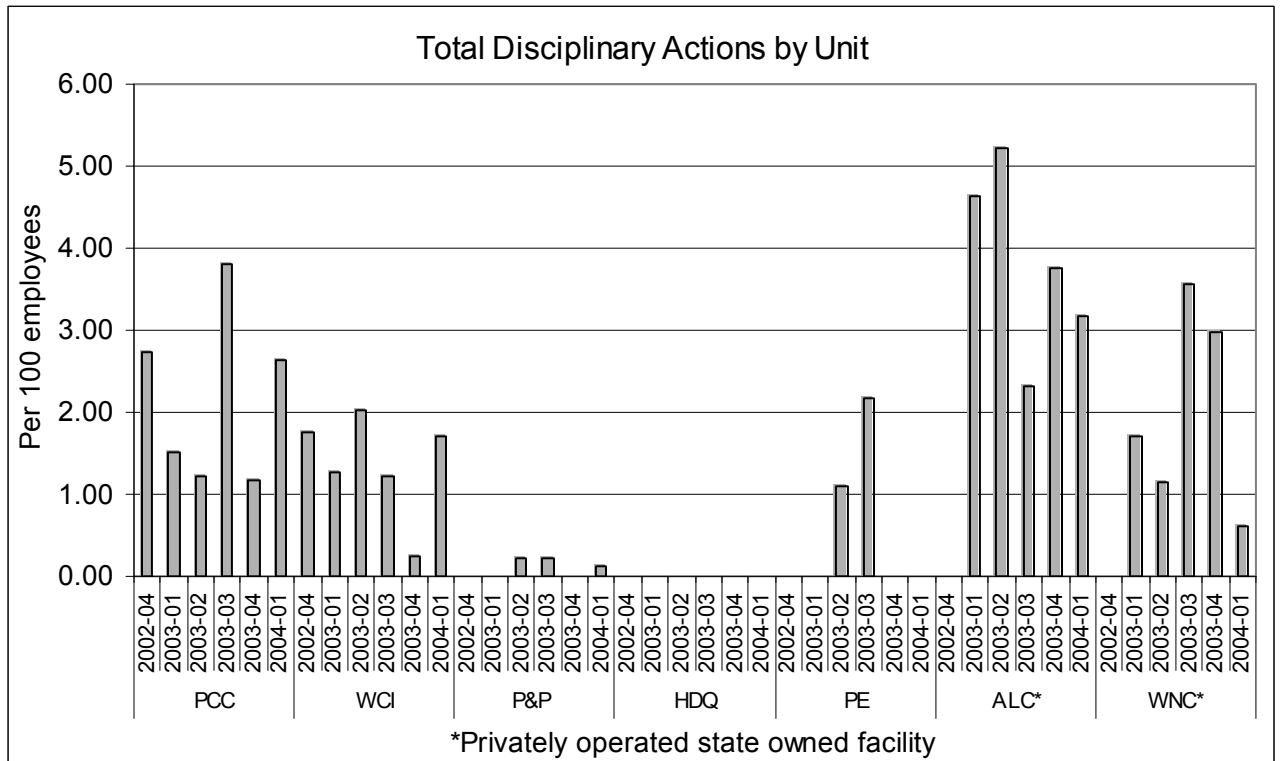
## 11. EMPLOYEE DISCIPLINARY ACTIONS BY UNIT

Chart **D.11.a.i.** and Chart **D.11.a.ii.** depict the number of disciplinary actions at each unit. The chart includes separations, involuntary demotions, reductions of pay, and suspensions without pay.

**D.11.a.i.**



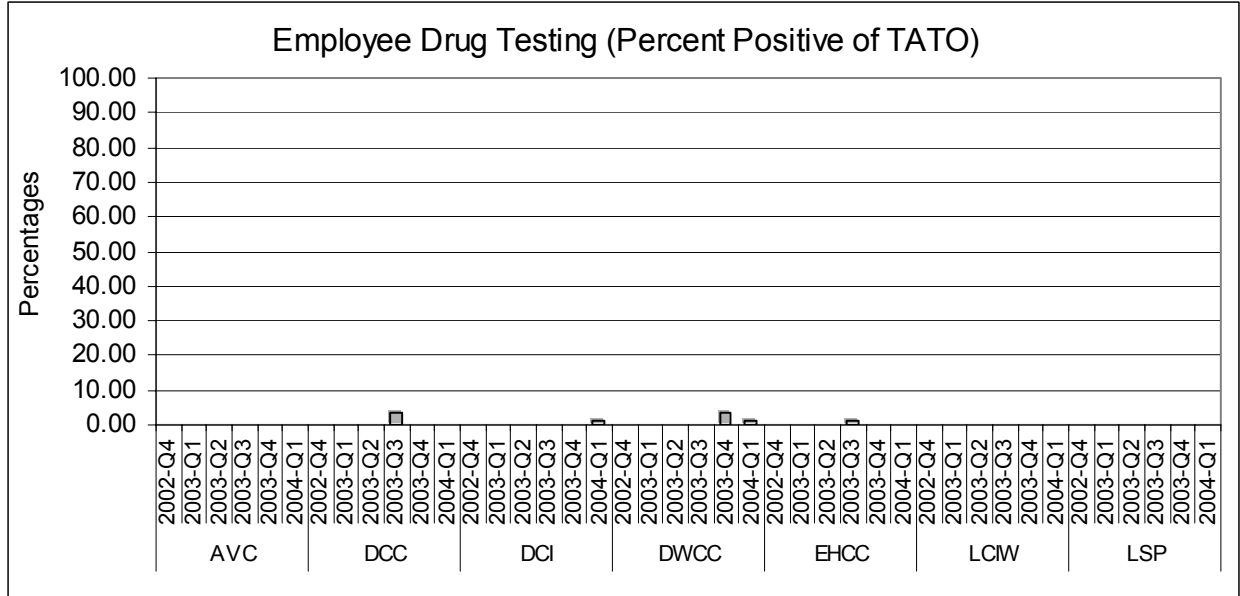
**D.11.a.ii.**



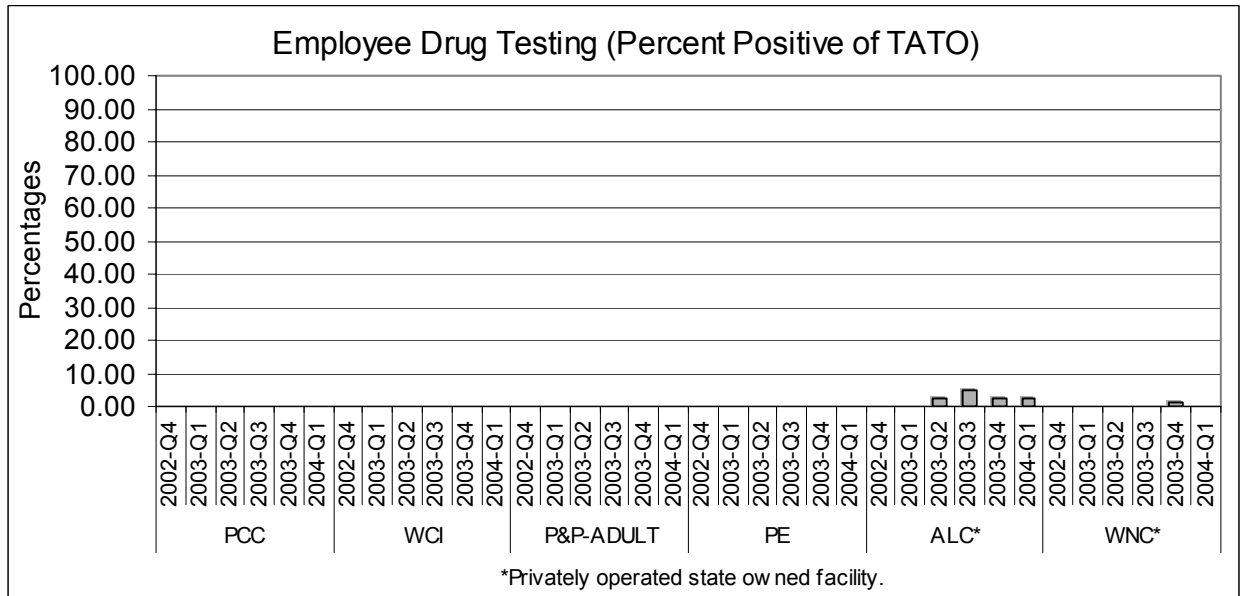
## 12. EMPLOYEE DRUG TESTING

Chart **D.12.a.i.** and **D.12.a.ii.** reflect the results of quarterly drug testing at each institution. Department Regulation No. A-02-008 establishes a comprehensive program of substance abuse education and establishes guidelines for employee drug/alcohol testing. Pre-Employment drug testing is not reflected in this chart.

**D.12.a.i.**



**D.12.a.ii.**





### **13. SECURITY STAFFING SUMMARY REPORTS**

A model staffing formula is used to determine the number of staff needed for security positions. The staffing requirements are based upon factors including coverage of mandatory and non-mandatory posts, historical leave usage (annual, sick, and compensatory), absences due to holidays and regular days off, relief factor requirements (which include absenteeism for training), physical layout of housing and common areas, and institutional programming responsibilities. All requirements are established in Departmental Regulation No. A-02-018.

Relief factors are only computed on Mandatory Posts. A “mandatory post” in a housing unit or other fixed drop implies that the position would be covered for periods indicated regardless of whether or not overtime had to be worked. In auditing compliance with security staffing, non-compliance would be found if a mandatory drop was not covered regardless of absenteeism or other considerations.

#### Number of teams required to cover posts:

“24 hour posts” requires 4 teams

“12 hour posts” requires 2 teams

“10 hour posts” requires 1 team

“8 hour posts” requires 1 team

“Flex” post requires 1 team

#### Relief factor:

24 Hour Post:  $(\# \text{ of posts} \times 4.8) - (\# \text{ of posts} \times 4.0)$

12 Hour Post:  $(\# \text{ of posts} \times 2.4) - (\# \text{ of posts} \times 2.0)$

10 Hour Post:  $(\# \text{ of posts} \times 1.2) - (\# \text{ of posts} \times 1.0)$

8 Hour Post:  $(\# \text{ of posts} \times 1.2) - (\# \text{ of posts} \times 1.0)$

#### Actual Security:

Category A refers to the actual number of authorized security positions.

Category B refers to the number of Security Job Appointments set up to cover vacancies related to turnover in authorized positions.

SECURITY STAFFING SUMMARY					Unit: AVC					Date: 4/1/2004																													
JOB TITLES AND FUNCTIONS	MANDATORY				NON - MANDATORY					# of POSITIONS		TOTAL POSITIONS																											
	24 Hr.	12 Hr.	10 Hr.	8 Hr.	24 Hr.	12 Hr.	10 Hr.	8 Hr.	FLEX	MAN	N/M	REQUIRED																											
Corrections Colonel								1		0	1	1																											
Corrections Lt. Colonel								3		0	3	3																											
Corrections Major								2			2	2																											
Corrections Captain					2			5		0	13	13																											
Corrections Lieutenant								5		14	5	19																											
<b>SUB-TOTAL</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>14</b>	<b>24</b>	<b>38</b>																											
Corrections Mssgt/Sgt/Cadet																																							
<b>HOUSING</b>																																							
Cellblock	5									20	0	20																											
Dorms	12	4								56	0	56																											
Impact										0	0	0																											
<b>SUB-TOTAL</b>	<b>17</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>76</b>	<b>0</b>	<b>76</b>																											
<b>FIELD</b>																																							
Armory								2		0	2	2																											
Canine										0	0	0																											
Field - Reg Dty w/ Restrictions										0	0	0																											
Field Crew (Max)				8						8	0	8																											
Field Crew (Med)		1		15						17	0	17																											
Field Crew (Min)								1		0	1	1																											
Field-Medical/EMT								1		0	1	1																											
Project Cleanup								3		0	3	3																											
<b>SUB-TOTAL</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>25</b>	<b>7</b>	<b>32</b>																											
<b>OTHER</b>																																							
Canteen								2		0	2	2																											
Chapel								2		0	2	2																											
Control Center	2							1		8	1	9																											
Food Service		5								10	0	10																											
Gates-Front Gate	1					1				4	2	6																											
Gates-Gate Officers Internal	1	1				1				6	2	8																											
Gates-Sallyport										0	0	0																											
Gym/Recreation		2						1		4	5	9																											
Hobby Shop		2				2				4	4	8																											
Laundry						1		1		0	3	3																											
Mailroom								2		0	2	2																											
Maintenance								2		0	2	2																											
Medical-Infirmiry	1							2		4	2	6																											
Medical-offsite					2					0	8	8																											
Other								4		0	4	4																											
Prison Enterprises										0	0	0																											
Roving Patrol	1									4	0	4																											
Safety										0	0	0																											
School - Academic				3						3	0	3																											
School - Votech								2		0	2	2																											
Shakedown								1		0	1	1																											
Towers	5									20	0	20																											
Training										0	0	0																											
Trip Officers		13								26	0	26																											
Visiting						1				0	2	2																											
Warehouse								1		0	1	1																											
<b>SUB-TOTAL</b>	<b>11</b>	<b>23</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>8</b>	<b>2</b>	<b>19</b>	<b>0</b>	<b>93</b>	<b>45</b>	<b>138</b>																											
<b>GRAND TOTAL</b>	<b>31</b>	<b>29</b>	<b>0</b>	<b>26</b>	<b>4</b>	<b>8</b>	<b>2</b>	<b>42</b>	<b>0</b>	<b>208</b>	<b>76</b>	<b>284</b>																											
<b>EMPLOYEE RELIEF</b>												<b>24.8</b>	<b>11.6</b>	<b>0</b>	<b>5.2</b>	<b>TOTAL RELIEF</b>	<b>42</b>																						
<b>TOTAL SECURITY STAFF REQUIRED</b>																<b>326</b>																							
<table border="1"> <thead> <tr> <th></th> <th>Category A</th> <th>Category B</th> </tr> <tr> <th>ACTUAL SECURITY POSITIONS</th> <th>Authorized</th> <th>Other</th> </tr> </thead> <tbody> <tr> <td>Corrections Colonel</td> <td>1</td> <td></td> </tr> <tr> <td>Corrections Lt. Colonel</td> <td>3</td> <td></td> </tr> <tr> <td>Corrections Major</td> <td>2</td> <td></td> </tr> <tr> <td>Corrections Captain</td> <td>13</td> <td></td> </tr> <tr> <td>Corrections Lieutenant</td> <td>19</td> <td></td> </tr> <tr> <td>Corrections Mssgt/Sgt/Cadet</td> <td>258</td> <td>21</td> </tr> <tr> <td><b>TOTALS</b></td> <td><b>296</b></td> <td><b>21</b></td> </tr> </tbody> </table>														Category A	Category B	ACTUAL SECURITY POSITIONS	Authorized	Other	Corrections Colonel	1		Corrections Lt. Colonel	3		Corrections Major	2		Corrections Captain	13		Corrections Lieutenant	19		Corrections Mssgt/Sgt/Cadet	258	21	<b>TOTALS</b>	<b>296</b>	<b>21</b>
	Category A	Category B																																					
ACTUAL SECURITY POSITIONS	Authorized	Other																																					
Corrections Colonel	1																																						
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Corrections Major	2																																						
Corrections Captain	13																																						
Corrections Lieutenant	19																																						
Corrections Mssgt/Sgt/Cadet	258	21																																					
<b>TOTALS</b>	<b>296</b>	<b>21</b>																																					
<b>TOTAL ACTUAL SECURITY POSITIONS</b>												<b>317</b>	<b>ADDITIONAL SECURITY POSITIONS REQUIRED</b>			<b>9</b>																							
<p>PREPARED By: _____</p> <p>Telephone # _____</p> <p>Wardens Signature _____</p>																																							
TO BE COMPLETED BY HEADQUARTERS HUMAN RESOURCES OFFICE ONLY																																							
<b>Total Actual Ranking Officer Positions</b> 38 <b>Capacity</b> 1538 <b>Ratio</b> 1:40.47				<b>Housing Officers</b> 76 <b>Total Inmate Population</b> 1538 <b>Ratio</b> 1:20.24				<b>Other Officers</b> 138 <b>Total Inmate Population</b> 1538 <b>Ratio</b> 1:11.14																															
<b>Total Actual Security Positions (Mssgt/Sgt/Cadet)</b> 279 <b>Capacity</b> 1538 <b>Ratio</b> 1:5.51				<b>Housing Officers</b> 76 <b>Total Officers</b> 317 <b>Ratio</b> 1:4.17				<b>Other Officers</b> 138 <b>Total Officers</b> 317 <b>Ratio</b> 1:2.30																															
<b>Total Ranking Officer Positions</b> 38 <b>Total Officer Positions</b> 317 <b>Ratio</b> 1:8.34				<b>Field Officers</b> 32 <b>Total Inmate Population</b> 1538 <b>Ratio</b> 1:48.06				<b>Total Relief</b> 42 <b>Total Security Staff Required</b> 326 <b>%</b> 12.78%																															
<b>Total Actual Security Positions (Mssgt/Sgt/Cadet)</b> 279 <b>Total Officer Positions</b> 317 <b>Ratio</b> 1:1.14				<b>Field Officers</b> 32 <b>Total Officers</b> 317 <b>Ratio</b> 1:9.91				<b>Additional Security Positions Required</b> 9 <b>Total Security Staff Required</b> 326 <b>%</b> 2.64%																															

SECURITY STAFFING SUMMARY				Unit: DCC		Date: 4/5/2004																																
JOB TITLES AND FUNCTIONS	MANDATORY				NON - MANDATORY					# of POSITIONS		TOTAL POSITIONS																										
	24 Hr.	12 Hr.	10 Hr.	8 Hr.	24 Hr.	12 Hr.	10 Hr.	8 Hr.	FLEX	MAN	N/M	REQUIRED																										
Corrections Colonel								1		0	1	1																										
Corrections Lt. Colonel										0	0	0																										
Corrections Major								1		0	1	1																										
Corrections Captain	1							4		4	4	8																										
Corrections Lieutenant	1.5						1	6		6	7	13																										
<b>SUB-TOTAL</b>	<b>2.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>12</b>	<b>0</b>	<b>10</b>	<b>13</b>	<b>23</b>																										
Corrections Mssgt./Sgt/Cadet																																						
<b>HOUSING</b>																																						
Cellblock	1									4	0	4																										
Dorms	5									20	0	20																										
Impact										0	0	0																										
<b>SUB-TOTAL</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>24</b>																										
<b>FIELD</b>																																						
Armory										0	0	0																										
Canine										0	0	0																										
Field - Reg Dty w/ Restrictions										0	0	0																										
Field Crew (Max)										0	0	0																										
Field Crew (Med)										0	0	0																										
Field Crew (Min)	1							14		4	14	18																										
Field-Medical/EMT										0	0	0																										
Project Cleanup							3			0	3	3																										
<b>SUB-TOTAL</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>14</b>	<b>0</b>	<b>4</b>	<b>17</b>	<b>21</b>																										
<b>OTHER</b>																																						
Canteen							1			0	1	1																										
Chapel										0	0	0																										
Control Center	1									4	0	4																										
Food Service	2									8	0	8																										
Gates-Front Gate	1									4	0	4																										
Gates-Gate Officers Internal										0	0	0																										
Gates-Sallyport										0	0	0																										
Gym/Recreation					1					0	4	4																										
Hobby Shop										0	0	0																										
Laundry										0	0	0																										
Mailroom										0	0	0																										
Maintenance										0	0	0																										
Medical-Infirmiry					1					0	4	4																										
Medical-offsite	1									4	0	4																										
Other										0	0	0																										
Prison Enterprises										0	0	0																										
Roving Patrol	3									12	0	12																										
Safety										0	0	0																										
School - Academic										0	0	0																										
School - Votech										0	0	0																										
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Trip Officers										0	0	0																										
Visiting										0	0	0																										
Warehouse								1		0	1	1																										
<b>SUB-TOTAL</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>32</b>	<b>10</b>	<b>42</b>																										
<b>GRAND TOTAL</b>	<b>17.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>28</b>	<b>0</b>	<b>70</b>	<b>40</b>	<b>110</b>																										
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<b>PREPARED By:</b> _____ <b>Telephone #</b> _____ <b>Wardens Signature</b> _____																																						
<b>TOTAL ACTUAL SECURITY POSITIONS</b> <span style="border: 1px solid black; padding: 2px;">117</span>																																						
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SECURITY STAFFING SUMMARY					Unit: <u>DCI</u>					Date: <u>4/6/2004</u>																																																																										
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Corrections Major								8		0	8	8																																																																								
Corrections Captain	2	1		2				5		12	5	17																																																																								
Corrections Lieutenant	8			4				8		36	8	44																																																																								
<b>SUB-TOTAL</b>	<b>10</b>	<b>1</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27</b>	<b>0</b>	<b>48</b>	<b>27</b>	<b>75</b>																																																																								
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Cellblock	11	1								46	0	46																																																																								
Dorms	20	2								84	0	84																																																																								
Impact										0	0	0																																																																								
<b>SUB-TOTAL</b>	<b>31</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>130</b>	<b>0</b>	<b>130</b>																																																																								
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Canteen				3						3	0	3																																																																								
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Gym/Recreation	1	4		1		4				13	8	21																																																																								
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<b>SUB-TOTAL</b>	<b>17</b>	<b>28</b>	<b>2</b>	<b>11</b>	<b>0</b>	<b>8</b>	<b>3</b>	<b>8</b>	<b>0</b>	<b>137</b>	<b>27</b>	<b>164</b>																																																																								
<b>GRAND TOTAL</b>	<b>58</b>	<b>34</b>	<b>16</b>	<b>17</b>	<b>0</b>	<b>8</b>	<b>5</b>	<b>59</b>	<b>0</b>	<b>333</b>	<b>80</b>	<b>413</b>																																																																								
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SECURITY STAFFING SUMMARY					Unit: DWCC/FWCC COMBINED					Date: 4/1/2004																													
JOB TITLES AND FUNCTIONS	MANDATORY				NON - MANDATORY					# of POSITIONS		TOTAL POSITIONS																											
	24 Hr.	12 Hr.	10 Hr.	8 Hr.	24 Hr.	12 Hr.	10 Hr.	8 Hr.	FLEX	MAN	N/M	REQUIRED																											
Corrections Colonel										0	0	0																											
Corrections Lt. Colonel										0	6	6																											
Corrections Major								7		0	7	7																											
Corrections Captain	3							7		12	7	19																											
Corrections Lieutenant	7					1		10		28	12	40																											
<b>SUB-TOTAL</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>40</b>	<b>32</b>	<b>72</b>																											
Corrections Mssgt./Sgt/Cadet																																							
<b>HOUSING</b>																																							
Cellblock	21					3				84	6	90																											
Dorms	23							1		92	1	93																											
Impact		5								10	0	10																											
<b>SUB-TOTAL</b>	<b>44</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>186</b>	<b>7</b>	<b>193</b>																											
<b>FIELD</b>																																							
Armory								1		0	1	1																											
Canine										0	0	0																											
Field - Reg Dty w/ Restrictions								3		0	3	3																											
Field Crew (Max)								12		0	12	12																											
Field Crew (Med)								15		0	15	15																											
Field Crew (Min)								15		0	15	15																											
Field-Medical/EMT										0	0	0																											
Project Cleanup								5		0	5	5																											
<b>SUB-TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51</b>	<b>0</b>	<b>0</b>	<b>51</b>	<b>51</b>																											
<b>OTHER</b>																																							
Canteen								3		0	3	3																											
Chapel						1				0	2	2																											
Control Center	4							2		16	2	18																											
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Shakedown										0	0	0																											
Towers	4									16	0	16																											
Training										0	0	0																											
Trip Officers		8		6				3		22	3	25																											
Visiting								1		0	1	1																											
Warehouse								2		0	2	2																											
<b>SUB-TOTAL</b>	<b>19</b>	<b>20</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>25</b>	<b>0</b>	<b>122</b>	<b>38</b>	<b>160</b>																											
<b>GRAND TOTAL</b>	<b>73</b>	<b>25</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>10</b>	<b>1</b>	<b>107</b>	<b>0</b>	<b>348</b>	<b>128</b>	<b>476</b>																											
<b>EMPLOYEE RELIEF</b>	<b>58.4</b>	<b>10</b>	<b>0</b>	<b>1.2</b>								<b>TOTAL RELIEF</b>	<b>70</b>																										
<b>TOTAL SECURITY STAFF REQUIRED</b>												<b>546</b>																											
<table border="1"> <thead> <tr> <th></th> <th>Category A Authorized</th> <th>Category B Other</th> </tr> </thead> <tbody> <tr> <td>ACTUAL SECURITY POSITIONS</td> <td></td> <td></td> </tr> <tr> <td>Corrections Colonel</td> <td>0</td> <td></td> </tr> <tr> <td>Corrections Lt. Colonel</td> <td>6</td> <td></td> </tr> <tr> <td>Corrections Major</td> <td>6</td> <td></td> </tr> <tr> <td>Corrections Captain</td> <td>18</td> <td></td> </tr> <tr> <td>Corrections Lieutenant</td> <td>38</td> <td></td> </tr> <tr> <td>Corrections Mssgt./Sgt./Cadet</td> <td>400</td> <td>36</td> </tr> <tr> <td><b>TOTALS</b></td> <td><b>468</b></td> <td><b>36</b></td> </tr> </tbody> </table>														Category A Authorized	Category B Other	ACTUAL SECURITY POSITIONS			Corrections Colonel	0		Corrections Lt. Colonel	6		Corrections Major	6		Corrections Captain	18		Corrections Lieutenant	38		Corrections Mssgt./Sgt./Cadet	400	36	<b>TOTALS</b>	<b>468</b>	<b>36</b>
	Category A Authorized	Category B Other																																					
ACTUAL SECURITY POSITIONS																																							
Corrections Colonel	0																																						
Corrections Lt. Colonel	6																																						
Corrections Major	6																																						
Corrections Captain	18																																						
Corrections Lieutenant	38																																						
Corrections Mssgt./Sgt./Cadet	400	36																																					
<b>TOTALS</b>	<b>468</b>	<b>36</b>																																					
<b>ADDITIONAL SECURITY POSITIONS REQUIRED</b> <span style="border: 1px solid black; padding: 2px;">42</span>																																							
<b>PREPARED By:</b> _____ <b>Telephone #</b> _____ <b>Wardens Signature</b> _____																																							
<b>TOTAL ACTUAL SECURITY POSITIONS</b> <span style="border: 1px solid black; padding: 2px;">504</span>																																							
<b>TO BE COMPLETED BY HEADQUARTERS HUMAN RESOURCES OFFICE ONLY</b>																																							
<b>Total Actual Ranking Officer Positions</b> 68 <b>Capacity</b> 1660 <b>Ratio</b> 1:24.41				<b>Housing Officers</b> 193 <b>Total Inmate Population</b> 1660 <b>Ratio</b> 1:8.60				<b>Other Officers</b> 160 <b>Total Inmate Population</b> 1660 <b>Ratio</b> 1:10.38																															
<b>Total Actual Security Positions (Mssgt/Sgt/Cadet)</b> 436 <b>Capacity</b> 1660 <b>Ratio</b> 1:3.81				<b>Housing Officers</b> 193 <b>Total Officers</b> 504 <b>Ratio</b> 1:2.61				<b>Other Officers</b> 160 <b>Total Officers</b> 504 <b>Ratio</b> 1:3.15																															
<b>Total Ranking Officer Positions</b> 68 <b>Total Officer Positions</b> 504 <b>Ratio</b> 1:7.41				<b>Field Officers</b> 51 <b>Total Inmate Population</b> 1660 <b>Ratio</b> 1:32.55				<b>Total Relief</b> 70 <b>Total Security Staff Required</b> 546 <b>%</b> 12.76%																															
<b>Total Actual Security Positions (Mssgt/Sgt/Cadet)</b> 436 <b>Total Officer Positions</b> 504 <b>Ratio</b> 1:1.16				<b>Field Officers</b> 51 <b>Total Officers</b> 504 <b>Ratio</b> 1:9.88				<b>Additional Security Positions Required</b> 42 <b>Total Security Staff Required</b> 546 <b>%</b> 7.62%																															

SECURITY STAFFING SUMMARY					Unit: EHCC					Date: 4/1/2004																													
JOB TITLES AND FUNCTIONS	MANDATORY				NON - MANDATORY					# of POSITIONS		TOTAL POSITIONS																											
	24 Hr.	12 Hr.	10 Hr.	8 Hr.	24 Hr.	12 Hr.	10 Hr.	8 Hr.	FLEX	MAN	N/M	REQUIRED																											
Corrections Colonel								3		0	3	3																											
Corrections Lt. Colonel								7		0	7	7																											
Corrections Major	3							6		12	6	18																											
Corrections Captain	3							9		12	9	21																											
Corrections Lieutenant	4				3			13		16	25	41																											
<b>SUB-TOTAL</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>0</b>	<b>40</b>	<b>50</b>	<b>90</b>																											
Corrections Mssgt/Sgt/Cadet																																							
<b>HOUSING</b>																																							
Cellblock	20				3	1		4		80	18	98																											
Dorms	19				2			9		76	17	93																											
Impact	2	3				1		1		14	3	17																											
<b>SUB-TOTAL</b>	<b>41</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>170</b>	<b>38</b>	<b>208</b>																											
<b>FIELD</b>																																							
Armory				1						1	0	1																											
Canine								2		0	2	2																											
Field - Reg Dty w/ Restrictions					3	1				0	14	14																											
Field Crew (Max)								8		0	8	8																											
Field Crew (Med)								19		0	19	19																											
Field Crew (Min)								8		0	8	8																											
Field-Medical/EMT								1		0	1	1																											
Project Cleanup								1		0	1	1																											
<b>SUB-TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>39</b>	<b>0</b>	<b>1</b>	<b>53</b>	<b>54</b>																											
<b>OTHER</b>																																							
Canteen								2		0	2	2																											
Chapel										0	0	0																											
Control Center	1	1		1				1		7	1	8																											
Food Service		7				2				14	4	18																											
Gates-Front Gate	1	1				1				6	2	8																											
Gates-Gate Officers Internal	1				6	7				4	38	42																											
Gates-Sallyport				1						1	0	1																											
Gym/Recreation						6				0	12	12																											
Hobby Shop								2		0	2	2																											
Laundry		1		1				1		3	1	4																											
Mailroom				4				1		4	1	5																											
Maintenance										0	0	0																											
Medical-Infirmiry	1				2			1		4	9	13																											
Medical-offsite	2							3		8	3	11																											
Other	1			1		2		19		5	23	28																											
Prison Enterprises										0	0	0																											
Roving Patrol	1				1					4	4	8																											
Safety										0	0	0																											
School - Academic								2		0	2	2																											
School - Votech						1		1		0	3	3																											
Shakedown								5		0	5	5																											
Towers	8	1								34	0	34																											
Training								5		0	5	5																											
Trip Officers			26							26	0	26																											
Visiting				2						2	0	2																											
Warehouse				1				6		1	6	7																											
<b>SUB-TOTAL</b>	<b>16</b>	<b>11</b>	<b>26</b>	<b>11</b>	<b>9</b>	<b>19</b>	<b>0</b>	<b>49</b>	<b>0</b>	<b>123</b>	<b>123</b>	<b>246</b>																											
<b>GRAND TOTAL</b>	<b>67</b>	<b>14</b>	<b>26</b>	<b>12</b>	<b>20</b>	<b>22</b>	<b>0</b>	<b>140</b>	<b>0</b>	<b>334</b>	<b>264</b>	<b>598</b>																											
<b>EMPLOYEE RELIEF</b>	<b>53.6</b>	<b>5.6</b>	<b>5.2</b>	<b>2.4</b>							<b>TOTAL RELIEF</b>	<b>67</b>																											
<b>TOTAL SECURITY STAFF REQUIRED</b>												<b>665</b>																											
<table border="1"> <thead> <tr> <th></th> <th>Category A Authorized</th> <th>Category B Other</th> </tr> </thead> <tbody> <tr> <td>ACTUAL SECURITY POSITIONS</td> <td></td> <td></td> </tr> <tr> <td>Corrections Colonel</td> <td>3</td> <td></td> </tr> <tr> <td>Corrections Lt. Colonel</td> <td>8</td> <td></td> </tr> <tr> <td>Corrections Major</td> <td>18</td> <td></td> </tr> <tr> <td>Corrections Captain</td> <td>21</td> <td></td> </tr> <tr> <td>Corrections Lieutenant</td> <td>41</td> <td></td> </tr> <tr> <td>Corrections Mssgt/Sgt/Cadet</td> <td>491</td> <td>41</td> </tr> <tr> <td><b>TOTALS</b></td> <td><b>582</b></td> <td><b>41</b></td> </tr> </tbody> </table>														Category A Authorized	Category B Other	ACTUAL SECURITY POSITIONS			Corrections Colonel	3		Corrections Lt. Colonel	8		Corrections Major	18		Corrections Captain	21		Corrections Lieutenant	41		Corrections Mssgt/Sgt/Cadet	491	41	<b>TOTALS</b>	<b>582</b>	<b>41</b>
	Category A Authorized	Category B Other																																					
ACTUAL SECURITY POSITIONS																																							
Corrections Colonel	3																																						
Corrections Lt. Colonel	8																																						
Corrections Major	18																																						
Corrections Captain	21																																						
Corrections Lieutenant	41																																						
Corrections Mssgt/Sgt/Cadet	491	41																																					
<b>TOTALS</b>	<b>582</b>	<b>41</b>																																					
<b>TOTAL ACTUAL SECURITY POSITIONS</b>												<b>623</b>																											
<b>ADDITIONAL SECURITY POSITIONS REQUIRED</b>													<b>42</b>																										
<p>PREPARED By: _____</p> <p>Telephone # _____</p> <p>Wardens Signature _____</p>																																							
TO BE COMPLETED BY HEADQUARTERS HUMAN RESOURCES OFFICE ONLY																																							
<b>Total Actual Ranking Officer Positions</b> 91 <b>Capacity</b> 2145 <b>Ratio</b> 1:23.57				<b>Housing Officers</b> 208 <b>Total Inmate Population</b> 2145 <b>Ratio</b> 1:10.31				<b>Other Officers</b> 246 <b>Total Inmate Population</b> 2145 <b>Ratio</b> 1:8.72																															
<b>Total Actual Security Positions (Mssgt/Sgt/Cadet)</b> 532 <b>Capacity</b> 2145 <b>Ratio</b> 1:4.03				<b>Housing Officers</b> 208 <b>Total Officers</b> 623 <b>Ratio</b> 1:3.00				<b>Other Officers</b> 246 <b>Total Officers</b> 623 <b>Ratio</b> 1:2.54																															
<b>Total Ranking Officer Positions</b> 91 <b>Total Officer Positions</b> 623 <b>Ratio</b> 1:6.85				<b>Field Officers</b> 54 <b>Total Inmate Population</b> 2145 <b>Ratio</b> 1:39.72				<b>Total Relief</b> 67 <b>Total Security Staff Required</b> 665 <b>%</b> 10.05%																															
<b>Total Actual Security Positions (Mssgt/Sgt/Cadet)</b> 532 <b>Total Officer Positions</b> 623 <b>Ratio</b> 1:1.17				<b>Field Officers</b> 54 <b>Total Officers</b> 623 <b>Ratio</b> 1:11.53				<b>Additional Security Positions Required</b> 42 <b>Total Security Staff Required</b> 665 <b>%</b> 6.29%																															

SECURITY STAFFING SUMMARY					Unit: LCIW					Date: 4/2/2004																										
JOB TITLES AND FUNCTIONS	MANDATORY				NON - MANDATORY					# of POSITIONS		TOTAL POSITIONS																								
	24 Hr.	12 Hr.	10 Hr.	8 Hr.	24 Hr.	12 Hr.	10 Hr.	8 Hr.	FLEX	MAN	N/M	REQUIRED																								
Corrections Colonel				2						2	0	2																								
Corrections Lt. Colonel				2						2	0	2																								
Corrections Major							7			0	7	7																								
Corrections Captain	1	1						2		6	2	8																								
Corrections Lieutenant	1	1						2		6	2	8																								
<b>SUB-TOTAL</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>4</b>	<b>0</b>	<b>16</b>	<b>11</b>	<b>27</b>																								
Corrections Mssgt./Sgt/Cadet																																				
<b>HOUSING</b>																																				
Cellblock	10									40	0	40																								
Dorms	19									76	0	76																								
Impact										0	0	0																								
<b>SUB-TOTAL</b>	<b>29</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>116</b>	<b>0</b>	<b>116</b>																								
<b>FIELD</b>																																				
Armory										0	0	0																								
Canine										0	0	0																								
Field - Reg Dty w/ Restrictions										0	0	0																								
Field Crew (Max)								2		0	2	2																								
Field Crew (Med)										0	0	0																								
Field Crew (Min)								5		0	5	5																								
Field-Medical/EMT										0	0	0																								
Project Cleanup								2		0	2	2																								
<b>SUB-TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>9</b>																								
<b>OTHER</b>																																				
Canteen								2		0	2	2																								
Chapel										0	0	0																								
Control Center	9									36	0	36																								
Food Service		2								4	0	4																								
Gates-Front Gate	1	1								6	0	6																								
Gates-Gate Officers Internal		1								2	0	2																								
Gates-Sallyport	1	1								6	0	6																								
Gym/Recreation										0	0	0																								
Hobby Shop										0	0	0																								
Laundry										0	0	0																								
Mailroom				2						2	0	2																								
Maintenance		2								4	0	4																								
Medical-Infirmiry	1									4	0	4																								
Medical-offsite										0	0	0																								
Other								4		0	4	4																								
Prison Enterprises										0	0	0																								
Roving Patrol	2	1								10	0	10																								
Safety										0	0	0																								
School - Academic										0	0	0																								
School - Votech		1								2	0	2																								
Shakedown										0	0	0																								
Towers								1		0	1	1																								
Training										0	0	0																								
Trip Officers	2	11								30	0	30																								
Visiting		3								6	0	6																								
Warehouse				2						2	0	2																								
<b>SUB-TOTAL</b>	<b>16</b>	<b>23</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>114</b>	<b>7</b>	<b>121</b>																								
<b>GRAND TOTAL</b>	<b>47</b>	<b>25</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>20</b>	<b>0</b>	<b>246</b>	<b>27</b>	<b>273</b>																								
<b>EMPLOYEE RELIEF</b>	<b>37.6</b>	<b>10</b>	<b>0</b>	<b>1.6</b>								<b>TOTAL RELIEF</b>	<b>49</b>																							
<b>TOTAL SECURITY STAFF REQUIRED</b>												<b>322</b>																								
<table border="1"> <thead> <tr> <th></th> <th>Category A Authorized</th> <th>Category B Other</th> </tr> </thead> <tbody> <tr> <td>Corrections Colonel</td> <td>2</td> <td></td> </tr> <tr> <td>Corrections Lt. Colonel</td> <td>2</td> <td></td> </tr> <tr> <td>Corrections Major</td> <td>6</td> <td></td> </tr> <tr> <td>Corrections Captain</td> <td>7</td> <td></td> </tr> <tr> <td>Corrections Lieutenant</td> <td>7</td> <td></td> </tr> <tr> <td>Corrections Mssgt./Sgt./Cadet</td> <td>221</td> <td>19</td> </tr> <tr> <td><b>TOTALS</b></td> <td><b>245</b></td> <td><b>19</b></td> </tr> </tbody> </table>														Category A Authorized	Category B Other	Corrections Colonel	2		Corrections Lt. Colonel	2		Corrections Major	6		Corrections Captain	7		Corrections Lieutenant	7		Corrections Mssgt./Sgt./Cadet	221	19	<b>TOTALS</b>	<b>245</b>	<b>19</b>
	Category A Authorized	Category B Other																																		
Corrections Colonel	2																																			
Corrections Lt. Colonel	2																																			
Corrections Major	6																																			
Corrections Captain	7																																			
Corrections Lieutenant	7																																			
Corrections Mssgt./Sgt./Cadet	221	19																																		
<b>TOTALS</b>	<b>245</b>	<b>19</b>																																		
<b>ADDITIONAL SECURITY POSITIONS REQUIRED</b> <span style="border: 1px solid black; padding: 2px;">58</span>																																				
<b>PREPARED By:</b> _____ <b>Telephone #</b> _____ <b>Wardens Signature</b> _____																																				
<b>TOTAL ACTUAL SECURITY POSITIONS</b> <span style="border: 1px solid black; padding: 2px;">264</span>																																				
<b>TO BE COMPLETED BY HEADQUARTERS HUMAN RESOURCES OFFICE ONLY</b>																																				
<b>Total Actual Ranking Officer Positions</b> 24 <b>Capacity</b> 900 <b>Ratio</b> 1:37.5				<b>Housing Officers</b> 116 <b>Total Inmate Population</b> 900 <b>Ratio</b> 1:7.76				<b>Other Officers</b> 121 <b>Total Inmate Population</b> 900 <b>Ratio</b> 1:7.44																												
<b>Total Actual Security Positions (Mssgt/Sgt/Cadet)</b> 240 <b>Capacity</b> 900 <b>Ratio</b> 1:3.75				<b>Housing Officers</b> 116 <b>Total Officers</b> 264 <b>Ratio</b> 1:2.28				<b>Other Officers</b> 121 <b>Total Officers</b> 264 <b>Ratio</b> 1:2.18																												
<b>Total Ranking Officer Positions</b> 24 <b>Total Officer Positions</b> 264 <b>Ratio</b> 1:11				<b>Field Officers</b> 9 <b>Total Inmate Population</b> 900 <b>Ratio</b> 1:100				<b>Total Relief</b> 49 <b>Total Security Staff Required</b> 322 <b>%</b> 15.27%																												
<b>Total Actual Security Positions (Mssgt/Sgt/Cadet)</b> 240 <b>Total Officer Positions</b> 264 <b>Ratio</b> 1:1.1				<b>Field Officers</b> 9 <b>Total Officers</b> 264 <b>Ratio</b> 1:29.33				<b>Additional Security Positions Required</b> 58 <b>Total Security Staff Required</b> 322 <b>%</b> 18.06%																												

SECURITY STAFFING SUMMARY				Unit: <u>LSP</u>		Date: <u>4/8/2004</u>																																	
JOB TITLES AND FUNCTIONS	MANDATORY				NON - MANDATORY					# of POSITIONS		TOTAL POSITIONS																											
	24 Hr.	12 Hr.	10 Hr.	8 Hr.	24 Hr.	12 Hr.	10 Hr.	8 Hr.	FLEX	MAN	N/M	REQUIRED																											
Corrections Colonel									11	0	11	11																											
Corrections Lt. Colonel									8	0	8	8																											
Corrections Major									17	0	17	17																											
Corrections Captain																																							
Corrections Lieutenant	5	1			1			19		22	23	45																											
	19	1				4	2	24		78	34	112																											
<b>SUB-TOTAL</b>	<b>24</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>43</b>	<b>36</b>	<b>100</b>	<b>93</b>	<b>193</b>																											
Corrections Mssgt./Sgt/Cadet																																							
<b>HOUSING</b>																																							
Cellblock	56	12			2	6		2		248	22	270																											
Dorms	67					2				268	4	272																											
Impact										0	0	0																											
<b>SUB-TOTAL</b>	<b>123</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>8</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>516</b>	<b>26</b>	<b>542</b>																											
<b>FIELD</b>																																							
Armory		1				1		1		2	3	5																											
Canine						1				0	2	2																											
Field - Reg Dty w/ Restrictions										0	0	0																											
Field Crew (Max)								20		0	20	20																											
Field Crew (Med)								45		0	45	45																											
Field Crew (Min)										0	0	0																											
Field-Medical/EMT										0	0	0																											
Project Cleanup								2		0	2	2																											
<b>SUB-TOTAL</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>68</b>	<b>0</b>	<b>2</b>	<b>72</b>	<b>74</b>																											
<b>OTHER</b>																																							
Canteen								14		0	14	14																											
Chapel								2		0	2	2																											
Control Center	8							1		32	1	33																											
Food Service		13			1	8		1		26	21	47																											
Gates-Front Gate	3									12	0	12																											
Gates-Gate Officers Internal	16				1	1				64	6	70																											
Gates-Sallyport		7				6		1		14	13	27																											
Gym/Recreation					2					0	8	8																											
Hobby Shop										0	0	0																											
Laundry								2		0	2	2																											
Mailroom								17		0	17	17																											
Maintenance							1	2		0	3	3																											
Medical-Infirmiry	3					4		2		12	10	22																											
Medical-offsite										0	0	0																											
Other	2	2			5	19	6	35		12	99	111																											
Prison Enterprises								11		0	11	11																											
Roving Patrol	2	3.5			2	5				15	18	33																											
Safety										0	0	0																											
School - Academic										0	0	0																											
School - Votech						1		1		0	3	3																											
Shakedown						5		7		0	17	17																											
Towers	26	4								112	0	112																											
Training										0	0	0																											
Trip Officers			12					12		12	12	24																											
Visiting		5				4		11		10	19	29																											
Warehouse								3		0	3	3																											
<b>SUB-TOTAL</b>	<b>60</b>	<b>34.5</b>	<b>12</b>	<b>0</b>	<b>11</b>	<b>53</b>	<b>30</b>	<b>99</b>	<b>0</b>	<b>321</b>	<b>279</b>	<b>600</b>																											
<b>GRAND TOTAL</b>	<b>207</b>	<b>49.5</b>	<b>12</b>	<b>0</b>	<b>14</b>	<b>67</b>	<b>32</b>	<b>212</b>	<b>36</b>	<b>939</b>	<b>470</b>	<b>1409</b>																											
<b>EMPLOYEE RELIEF</b>	<b>165.6</b>	<b>19.8</b>	<b>2.4</b>	<b>0</b>							<b>TOTAL RELIEF</b>	<b>188</b>																											
<b>TOTAL SECURITY STAFF REQUIRED</b>												<b>1597</b>																											
<table border="1"> <thead> <tr> <th></th> <th>Category A</th> <th>Category B</th> </tr> <tr> <th>ACTUAL SECURITY POSITIONS</th> <th>Authorized</th> <th>Other</th> </tr> </thead> <tbody> <tr> <td>Corrections Colonel</td> <td>11</td> <td></td> </tr> <tr> <td>Corrections Lt. Colonel</td> <td>9</td> <td></td> </tr> <tr> <td>Corrections Major</td> <td>18</td> <td></td> </tr> <tr> <td>Corrections Captain</td> <td>44</td> <td></td> </tr> <tr> <td>Corrections Lieutenant</td> <td>111</td> <td></td> </tr> <tr> <td>Corrections Mssgt./Sgt./Cadet</td> <td>1213</td> <td>89</td> </tr> <tr> <td><b>TOTALS</b></td> <td><b>1406</b></td> <td><b>89</b></td> </tr> </tbody> </table>														Category A	Category B	ACTUAL SECURITY POSITIONS	Authorized	Other	Corrections Colonel	11		Corrections Lt. Colonel	9		Corrections Major	18		Corrections Captain	44		Corrections Lieutenant	111		Corrections Mssgt./Sgt./Cadet	1213	89	<b>TOTALS</b>	<b>1406</b>	<b>89</b>
	Category A	Category B																																					
ACTUAL SECURITY POSITIONS	Authorized	Other																																					
Corrections Colonel	11																																						
Corrections Lt. Colonel	9																																						
Corrections Major	18																																						
Corrections Captain	44																																						
Corrections Lieutenant	111																																						
Corrections Mssgt./Sgt./Cadet	1213	89																																					
<b>TOTALS</b>	<b>1406</b>	<b>89</b>																																					
<b>ADDITIONAL SECURITY POSITIONS REQUIRED</b> <span style="border: 1px solid black; padding: 2px;">102</span>																																							
<b>PREPARED By:</b> _____																																							
<b>Telephone #</b> _____																																							
<b>Wardens Signature</b> _____																																							
<b>TOTAL ACTUAL SECURITY POSITIONS</b> <span style="border: 1px solid black; padding: 2px;">1495</span>																																							
<b>TO BE COMPLETED BY HEADQUARTERS HUMAN RESOURCES OFFICE ONLY</b>																																							
<b>Total Actual Ranking Officer Positions</b> 193 <b>Capacity</b> 5108 <b>Ratio</b> 1:26.47				<b>Housing Officers</b> 542 <b>Total Inmate Population</b> 5108 <b>Ratio</b> 1:3.42				<b>Other Officers</b> 600 <b>Total Inmate Population</b> 5108 <b>Ratio</b> 1:8.51																															
<b>Total Actual Security Positions (Mssgt/Sgt/Cadet)</b> 1302 <b>Capacity</b> 5108 <b>Ratio</b> 1:3.91				<b>Housing Officers</b> 542 <b>Total Officers</b> 1495 <b>Ratio</b> 1:2.76				<b>Other Officers</b> 600 <b>Total Officers</b> 1495 <b>Ratio</b> 1:2.49																															
<b>Total Ranking Officer Positions</b> 193 <b>Total Officer Positions</b> 1495 <b>Ratio</b> 1:7.76				<b>Field Officers</b> 74 <b>Total Inmate Population</b> 5108 <b>Ratio</b> 1:69.03				<b>Total Relief</b> 188 <b>Total Security Staff Required</b> 1597 <b>%</b> 11.76%																															
<b>Total Actual Security Positions (Mssgt/Sgt/Cadet)</b> 1302 <b>Total Officer Positions</b> 1495 <b>Ratio</b> 1:1.15				<b>Field Officers</b> 74 <b>Total Officers</b> 1495 <b>Ratio</b> 1:20.20				<b>Additional Security Positions Required</b> 102 <b>Total Security Staff Required</b> 1597 <b>%</b> 6.38%																															



## ADULT SECURITY STAFFING SUMMARY

Unit: PCC

Date: 4/2/2004

JOB TITLES AND FUNCTIONS	MANDATORY				NON - MANDATORY					# of POSITIONS		TOTAL POSITIONS REQUIRED																												
	24 Hr.	12 Hr.	10 Hr.	8 Hr.	24 Hr.	12 Hr.	10 Hr.	8 Hr.	FLEX	MAN	N/M																													
Corrections Colonel										1	0	1																												
Corrections Lt. Colonel										2	0	2																												
Corrections Major										4	0	4																												
Corrections Captain																																								
Corrections Lieutenant	2			2			1	2		10	3	13																												
	3	1		2			1	5		16	6	22																												
<b>SUB-TOTAL</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>7</b>	<b>7</b>	<b>26</b>	<b>16</b>	<b>42</b>																												
<b>HOUSING</b>																																								
Cellblock	3									12	0	12																												
Dorms	16									64	0	64																												
Impact										0	0	0																												
<b>SUB-TOTAL</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>76</b>	<b>0</b>	<b>76</b>																												
<b>FIELD</b>																																								
Armory										0	0	0																												
Canine										0	0	0																												
Field - Reg Dty w/ Restrictions								1		0	1	1																												
Field Crew (Max)								4		0	4	4																												
Field Crew (Med)										0	0	0																												
Field Crew (Min)								12		0	12	12																												
Field-Medical/EMT										0	0	0																												
Project Cleanup							3			0	3	3																												
<b>SUB-TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>20</b>																												
<b>OTHER</b>																																								
Canteen								1		0	1	1																												
Chapel										0	0	0																												
Control Center	2									8	0	8																												
Food Service		4								8	0	8																												
Gates-Front Gate	1									4	0	4																												
Gates-Gate Officers Internal	1									4	0	4																												
Gates-Sallyport		1								2	0	2																												
Gym/Recreation						2				0	4	4																												
Hobby Shop										0	0	0																												
Laundry								1		0	1	1																												
Mailroom								2		0	2	2																												
Maintenance										0	0	0																												
Medical-Infirmiry	1									4	0	4																												
Medical-offsite						2				0	4	4																												
Other								4		0	4	4																												
Prison Enterprises								3		0	3	3																												
Roving Patrol					2					0	8	8																												
Safety										0	0	0																												
School - Academic								1		0	1	1																												
School - Votech								1		0	1	1																												
Shakedown		2								4	0	4																												
Towers	6									24	0	24																												
Training								1		0	1	1																												
Trip Officers		12								24	0	24																												
Visiting						5				0	10	10																												
Warehouse									1	0	1	1																												
<b>SUB-TOTAL</b>	<b>11</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>9</b>	<b>0</b>	<b>14</b>	<b>1</b>	<b>82</b>	<b>41</b>	<b>123</b>																												
<b>GRAND TOTAL</b>	<b>35</b>	<b>20</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>9</b>	<b>5</b>	<b>38</b>	<b>8</b>	<b>184</b>	<b>77</b>	<b>261</b>																												
<b>EMPLOYEE RELIEF</b>	<b>28</b>	<b>8</b>	<b>0</b>	<b>0.8</b>								<b>TOTAL RELIEF</b>																												
<b>TOTAL SECURITY STAFF REQUIRED</b>												<b>298</b>																												
<b>ACTUAL SECURITY POSITIONS</b>	<b>Category A</b>	<b>Category B</b>																																						
	Authorized	Other																																						
Corrections Colonel	1																																							
Corrections Lt. Colonel	2																																							
Corrections Major	4																																							
Corrections Captain	13																																							
Corrections Lieutenant	22																																							
Corrections Mssgt./Sgt./Cadet	225	18																																						
<b>TOTALS</b>	<b>267</b>	<b>18</b>																																						
<b>TOTAL ACTUAL SECURITY POSITIONS</b>																																								
	<b>285</b>																																							
<b>ADDITIONAL SECURITY POSITIONS REQUIRED</b>																																								
	<b>13</b>																																							
<b>PREPARED By:</b>																																								
<b>Telephone #</b>																																								
<b>Wardens Signature</b>																																								
<b>TO BE COMPLETED BY HEADQUARTERS HUMAN RESOURCES OFFICE ONLY</b>																																								
<b>Total Actual Ranking Officer Positions</b>	42	<b>Housing Officers</b>	76	<b>Other Officers</b>	123																																			
<b>Capacity</b>	860	<b>Total Inmate Population</b>	860	<b>Total Inmate Population</b>	860																																			
<b>Ratio</b>	1:20.48	<b>Ratio</b>	1:11.32	<b>Ratio</b>	1:6.99																																			
<b>Total Actual Security Positions (Mssgt/Sgt/Cadet)</b>	243	<b>Housing Officers</b>	76	<b>Other Officers</b>	123																																			
<b>Capacity</b>	860	<b>Total Officers</b>	285	<b>Total Officers</b>	285																																			
<b>Ratio</b>	1:3.54	<b>Ratio</b>	1:3.75	<b>Ratio</b>	1:2.32																																			
<b>Total Ranking Officer Positions</b>	42	<b>Field Officers</b>	20	<b>Total Relief</b>	37																																			
<b>Total Officer Positions</b>	285	<b>Total Inmate Population</b>	860	<b>Total Security Staff Required</b>	298																																			
<b>Ratio</b>	1:6.79	<b>Ratio</b>	1:43	<b>%</b>	12.36%																																			
<b>Total Actual Security Positions (Mssgt/Sgt/Cadet)</b>	243	<b>Field Officers</b>	20	<b>Additional Security Positions Required</b>	13																																			
<b>Total Officer Positions</b>	285	<b>Total Officers</b>	285	<b>Total Security Staff Required</b>	298																																			
<b>Ratio</b>	1:1.17	<b>Ratio</b>	1:14.25	<b>%</b>	4.30%																																			

## SECURITY STAFFING SUMMARY

Unit: WCI

Date: 4/1/2004

JOB TITLES AND FUNCTIONS	MANDATORY				NON - MANDATORY					# of POSITIONS		TOTAL POSITIONS							
	24 Hr.	12 Hr.	10 Hr.	8 Hr.	24 Hr.	12 Hr.	10 Hr.	8 Hr.	FLEX	MAN	N/M	REQUIRED							
Corrections Colonel									1	0	1	1							
Corrections Lt. Colonel									2	0	2	2							
Corrections Major									4	0	4	4							
Corrections Captain									6	4	6	10							
Corrections Lieutenant	1								6	4	6	10							
	5					1			6	20	8	28							
<b>SUB-TOTAL</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>19</b>	<b>24</b>	<b>21</b>	<b>45</b>							
<b>HOUSING</b>																			
Cellblock	7	3			2	2				34	12	46							
Dorms	17									68	0	68							
Impact										0	0	0							
<b>SUB-TOTAL</b>	<b>24</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>102</b>	<b>12</b>	<b>114</b>							
<b>FIELD</b>																			
Armory								1		0	1	1							
Canine								1		0	1	1							
Field - Reg Dty w/ Restrictions										0	0	0							
Field Crew (Max)								6		0	6	6							
Field Crew (Med)								15		0	15	15							
Field Crew (Min)								14		0	14	14							
Field-Medical/EMT								1		0	1	1							
Project Cleanup							3	1		0	4	4							
<b>SUB-TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>39</b>	<b>0</b>	<b>0</b>	<b>42</b>	<b>42</b>							
<b>OTHER</b>																			
Canteen						1			1	0	3	3							
Chapel										0	0	0							
Control Center	2									8	0	8							
Food Service		3						1		6	1	7							
Gates-Front Gate	1									4	0	4							
Gates-Gate Officers Internal	2	2				2				12	4	16							
Gates-Sallyport								1		0	1	1							
Gym/Recreation						1				0	2	2							
Hobby Shop										0	0	0							
Laundry								1		0	1	1							
Mailroom		2								4	0	4							
Maintenance								2		0	2	2							
Medical-Infirmiry	1	1				1				6	2	8							
Medical-offsite										0	0	0							
Other									2	0	2	2							
Prison Enterprises										0	0	0							
Roving Patrol		1				1				2	2	4							
Safety										0	0	0							
School - Academic						1				0	2	2							
School - Votech								3		0	3	3							
Shakedown										0	0	0							
Towers	5				2					20	8	28							
Training									1	0	1	1							
Trip Officers									7	0	7	7							
Visiting		2							1	4	1	5							
Warehouse								2		0	2	2							
<b>SUB-TOTAL</b>	<b>11</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>7</b>	<b>0</b>	<b>10</b>	<b>12</b>	<b>66</b>	<b>44</b>	<b>110</b>							
<b>GRAND TOTAL</b>	<b>41</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>10</b>	<b>3</b>	<b>49</b>	<b>31</b>	<b>192</b>	<b>119</b>	<b>311</b>							
<b>EMPLOYEE RELIEF</b>	<b>32.8</b>	<b>5.6</b>	<b>0</b>	<b>0</b>								<b>TOTAL RELIEF</b>							
<b>TOTAL SECURITY STAFF REQUIRED</b>												<b>38</b>							
<b>TOTAL SECURITY STAFF REQUIRED</b>												<b>349</b>							
<b>ADDITIONAL SECURITY POSITIONS REQUIRED</b>																			
<b>ACTUAL SECURITY POSITIONS</b>	<b>Category A</b>	<b>Category B</b>																	
	<b>Authorized</b>	<b>Other</b>																	
Corrections Colonel	1																		
Corrections Lt. Colonel	2																		
Corrections Major	4																		
Corrections Captain	10																		
Corrections Lieutenant	28																		
Corrections Mssgt./Sgt./Cadet	280	23																	
<b>TOTALS</b>	<b>325</b>	<b>23</b>																	
<b>TOTAL ACTUAL SECURITY POSITIONS</b>												<b>348</b>							
<b>TO BE COMPLETED BY HEADQUARTERS HUMAN RESOURCES OFFICE ONLY</b>																			
<b>Total Actual Ranking Officer Positions</b>	<b>45</b>	<b>Housing Officers</b>	<b>114</b>	<b>Other Officers</b>	<b>110</b>														
<b>Capacity</b>	<b>1132</b>	<b>Total Inmate Population</b>	<b>1132</b>	<b>Total Inmate Population</b>	<b>1132</b>														
<b>Ratio</b>	<b>1:25.16</b>	<b>Ratio</b>	<b>1:9.93</b>	<b>Ratio</b>	<b>1:10.29</b>														
<b>Total Actual Security Positions (Mssgt/Sgt/Cadet)</b>	<b>303</b>	<b>Housing Officers</b>	<b>114</b>	<b>Other Officers</b>	<b>110</b>														
<b>Capacity</b>	<b>1132</b>	<b>Total Officers</b>	<b>348</b>	<b>Total Officers</b>	<b>348</b>														
<b>Ratio</b>	<b>1:3.74</b>	<b>Ratio</b>	<b>1:3.05</b>	<b>Ratio</b>	<b>1:3.16</b>														
<b>Total Ranking Officer Positions</b>	<b>45</b>	<b>Field Officers</b>	<b>42</b>	<b>Total Relief</b>	<b>38</b>														
<b>Total Officer Positions</b>	<b>348</b>	<b>Total Inmate Population</b>	<b>1132</b>	<b>Total Security Staff Required</b>	<b>349</b>														
<b>Ratio</b>	<b>1:7.73</b>	<b>Ratio</b>	<b>1:26.95</b>	<b>%</b>	<b>10.99%</b>														
<b>Total Actual Security Positions (Mssgt/Sgt/Cadet)</b>	<b>303</b>	<b>Field Officers</b>	<b>42</b>	<b>Additional Security Positions Required</b>	<b>1</b>														
<b>Total Officer Positions</b>	<b>348</b>	<b>Total Officers</b>	<b>348</b>	<b>Total Security Staff Required</b>	<b>349</b>														
<b>Ratio</b>	<b>1:1.15</b>	<b>Ratio</b>	<b>1:8.29</b>	<b>%</b>	<b>0.40%</b>														

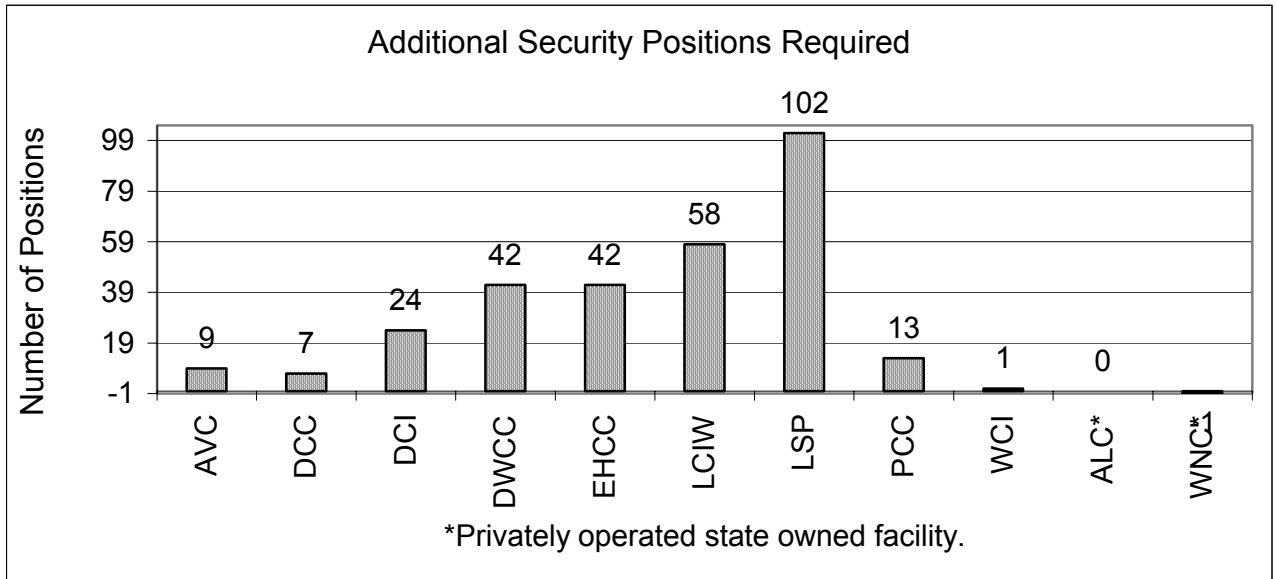
SECURITY STAFFING SUMMARY					Unit: ALC					Date: 4/1/2004																																															
JOB TITLES AND FUNCTIONS	MANDATORY				NON - MANDATORY					# of POSITIONS		TOTAL POSITIONS																																													
	24 Hr.	12 Hr.	10 Hr.	8 Hr.	24 Hr.	12 Hr.	10 Hr.	8 Hr.	FLEX	MAN	N/M	REQUIRED																																													
Corrections Colonel								2		0	2	2																																													
Corrections Lt. Colonel										0	0	0																																													
Corrections Major								2		0	2	2																																													
Corrections Captain																																																									
Corrections Lieutenant	1							7		4	7	11																																													
	2				1			7		8	11	19																																													
<b>SUB-TOTAL</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>0</b>	<b>12</b>	<b>22</b>	<b>34</b>																																													
Corrections Mssgt./Sgt./Cadet																																																									
<b>HOUSING</b>																																																									
Cellblock	4				1	1				16	6	22																																													
Dorms	8				4	8				32	32	64																																													
Impact										0	0	0																																													
<b>SUB-TOTAL</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>48</b>	<b>38</b>	<b>86</b>																																													
<b>FIELD</b>																																																									
Armory								1		0	1	1																																													
Canine								1		0	1	1																																													
Field - Reg Dty w/ Restrictions										0	0	0																																													
Field Crew (Max)								6		0	6	6																																													
Field Crew (Med)								18		0	18	18																																													
Field Crew (Min)								8		0	8	8																																													
Field-Medical/EMT										0	0	0																																													
Project Cleanup								2		0	2	2																																													
<b>SUB-TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>36</b>	<b>36</b>																																													
<b>OTHER</b>																																																									
Canteen										0	0	0																																													
Chapel										0	0	0																																													
Control Center	2				1					8	4	12																																													
Food Service						1				0	2	2																																													
Gates-Front Gate	1									4	0	4																																													
Gates-Gate Officers Internal										0	0	0																																													
Gates-Sallyport						2				0	4	4																																													
Gym/Recreation						1				0	2	2																																													
Hobby Shop								1		0	1	1																																													
Laundry								1		0	1	1																																													
Mailroom								3		0	3	3																																													
Maintenance										0	0	0																																													
Medical-Infirmiry	1							1		4	1	5																																													
Medical-offsite										0	0	0																																													
Other					4	1		4		0	22	22																																													
Prison Enterprises								4		0	4	4																																													
Roving Patrol								1		0	1	1																																													
Safety										0	0	0																																													
School - Academic								1		0	1	1																																													
School - Votech								1		0	1	1																																													
Shakedown						1		3		0	5	5																																													
Towers	4									16	0	16																																													
Training										0	0	0																																													
Trip Officers								9		0	9	9																																													
Visiting										0	0	0																																													
Warehouse								1		0	1	1																																													
<b>SUB-TOTAL</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>6</b>	<b>0</b>	<b>30</b>	<b>0</b>	<b>32</b>	<b>62</b>	<b>94</b>																																													
<b>GRAND TOTAL</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>15</b>	<b>0</b>	<b>84</b>	<b>0</b>	<b>92</b>	<b>158</b>	<b>250</b>																																													
<b>EMPLOYEE RELIEF</b> 11.96 0 0 0												<b>TOTAL RELIEF</b> 12																																													
<b>TOTAL SECURITY STAFF REQUIRED</b>												<b>262</b>																																													
<table border="1"> <thead> <tr> <th rowspan="2">ACTUAL SECURITY POSITIONS</th> <th colspan="2">Category A</th> <th colspan="2">Category B</th> </tr> <tr> <th>Authorized</th> <th>Other</th> <th>Authorized</th> <th>Other</th> </tr> </thead> <tbody> <tr> <td>Corrections Colonel</td> <td>2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Corrections Lt. Colonel</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Corrections Major</td> <td>2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Corrections Captain</td> <td>11</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Corrections Lieutenant</td> <td>19</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Corrections Mssgt./Sgt./Cadet</td> <td>228</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>TOTALS</b></td> <td><b>262</b></td> <td><b>0</b></td> <td></td> <td></td> </tr> </tbody> </table>														ACTUAL SECURITY POSITIONS	Category A		Category B		Authorized	Other	Authorized	Other	Corrections Colonel	2				Corrections Lt. Colonel					Corrections Major	2				Corrections Captain	11				Corrections Lieutenant	19				Corrections Mssgt./Sgt./Cadet	228				<b>TOTALS</b>	<b>262</b>	<b>0</b>		
ACTUAL SECURITY POSITIONS	Category A		Category B																																																						
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Corrections Colonel	2																																																								
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Corrections Lieutenant	19																																																								
Corrections Mssgt./Sgt./Cadet	228																																																								
<b>TOTALS</b>	<b>262</b>	<b>0</b>																																																							
<b>ADDITIONAL SECURITY POSITIONS REQUIRED</b> 0																																																									
<b>PREPARED By:</b> _____ <b>Telephone #</b> _____ <b>Wardens Signature</b> _____																																																									
<b>TOTAL ACTUAL SECURITY POSITIONS</b> 262																																																									
<b>TO BE COMPLETED BY HEADQUARTERS HUMAN RESOURCES OFFICE ONLY</b>																																																									
<table border="0"> <tr> <td> <b>Total Actual Ranking Officer Positions</b> 34  <b>Capacity</b> 1538  <b>Ratio</b> 1:45.24 </td> <td> <b>Housing Officers</b> 86  <b>Total Inmate Population</b> 1538  <b>Ratio</b> 1:17.88 </td> <td> <b>Other Officers</b> 94  <b>Total Inmate Population</b> 1538  <b>Ratio</b> 1:16.36 </td> </tr> <tr> <td> <b>Total Actual Security Positions (Mssgt./Sgt./Cadet)</b> 228  <b>Capacity</b> 1538  <b>Ratio</b> 1:6.75 </td> <td> <b>Housing Officers</b> 86  <b>Total Officers</b> 262  <b>Ratio</b> 1:3.04 </td> <td> <b>Other Officers</b> 94  <b>Total Officers</b> 262  <b>Ratio</b> 1:2.78 </td> </tr> <tr> <td> <b>Total Ranking Officer Positions</b> 34  <b>Total Officer Positions</b> 262  <b>Ratio</b> 1:7.71 </td> <td> <b>Field Officers</b> 36  <b>Total Inmate Population</b> 1538  <b>Ratio</b> 1:42.72 </td> <td> <b>Total Relief</b> 12  <b>Total Security Staff Required</b> 262  <b>%</b> 4.57% </td> </tr> <tr> <td> <b>Total Actual Security Positions (Mssgt./Sgt./Cadet)</b> 228  <b>Total Officer Positions</b> 262  <b>Ratio</b> 1:1.16 </td> <td> <b>Field Officers</b> 36  <b>Total Officers</b> 262  <b>Ratio</b> 1:7.28 </td> <td> <b>Additional Security Positions Required</b> 0  <b>Total Security Staff Required</b> 262  <b>%</b> -0.02% </td> </tr> </table>														<b>Total Actual Ranking Officer Positions</b> 34 <b>Capacity</b> 1538 <b>Ratio</b> 1:45.24	<b>Housing Officers</b> 86 <b>Total Inmate Population</b> 1538 <b>Ratio</b> 1:17.88	<b>Other Officers</b> 94 <b>Total Inmate Population</b> 1538 <b>Ratio</b> 1:16.36	<b>Total Actual Security Positions (Mssgt./Sgt./Cadet)</b> 228 <b>Capacity</b> 1538 <b>Ratio</b> 1:6.75	<b>Housing Officers</b> 86 <b>Total Officers</b> 262 <b>Ratio</b> 1:3.04	<b>Other Officers</b> 94 <b>Total Officers</b> 262 <b>Ratio</b> 1:2.78	<b>Total Ranking Officer Positions</b> 34 <b>Total Officer Positions</b> 262 <b>Ratio</b> 1:7.71	<b>Field Officers</b> 36 <b>Total Inmate Population</b> 1538 <b>Ratio</b> 1:42.72	<b>Total Relief</b> 12 <b>Total Security Staff Required</b> 262 <b>%</b> 4.57%	<b>Total Actual Security Positions (Mssgt./Sgt./Cadet)</b> 228 <b>Total Officer Positions</b> 262 <b>Ratio</b> 1:1.16	<b>Field Officers</b> 36 <b>Total Officers</b> 262 <b>Ratio</b> 1:7.28	<b>Additional Security Positions Required</b> 0 <b>Total Security Staff Required</b> 262 <b>%</b> -0.02%																																
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SECURITY STAFFING SUMMARY												Unit: WNC		Date: 4/1/2004									
JOB TITLES AND FUNCTIONS	MANDATORY				NON - MANDATORY					# of POSITIONS		TOTAL POSITIONS REQUIRED											
	24 Hr.	12 Hr.	10 Hr.	8 Hr.	24 Hr.	12 Hr.	10 Hr.	8 Hr.	FLEX	MAN	N/M												
Corrections Colonel									1		0	1	1										
Corrections Lt. Colonel									1		0	1	1										
Corrections Major									5		0	5	5										
Corrections Captain											7	0	7										
Corrections Lieutenant	1			3							3	0	3										
	3			2					3		14	3	17										
<b>SUB-TOTAL</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>21</b>	<b>10</b>	<b>31</b>										
<b>HOUSING</b>																							
Cellblock	3										12	0	12										
Dorms									10		0	10	10										
Impact	12										48	0	48										
<b>SUB-TOTAL</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>60</b>	<b>10</b>	<b>70</b>										
<b>FIELD</b>																							
Armory								1			0	1	1										
Canine											0	0	0										
Field - Reg Dly w/ Restrictions								1			0	1	1										
Field Crew (Max)								8			0	8	8										
Field Crew (Med)								5			0	5	5										
Field Crew (Min)							2	2			0	4	4										
Field Medical/EMT											0	0	0										
Project Cleanup							2				0	2	2										
<b>SUB-TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>21</b>	<b>21</b>										
<b>OTHER</b>																							
Canteen						2					0	4	4										
Chapel											0	0	0										
Control Center	2										8	0	8										
Food Service					1						0	4	4										
Gates-Front Gate	1										4	0	4										
Gates-Gate Officers Internal	1	4				1		4			12	6	18										
Gates-Sallyport								1			0	1	1										
Gym/Recreation						1					0	2	2										
Hobby Shop											0	0	0										
Laundry							2				0	2	2										
Mailroom											0	0	0										
Maintenance								2			0	2	2										
Medical-Infirmiry	2										8	0	8										
Medical-office											0	0	0										
Other					1			6			0	10	10										
Prison Enterprises								2			0	2	2										
Roving Patrol	1										4	0	4										
Safety								1			0	1	1										
School - Academic											0	0	0										
School - Votesh								1			0	1	1										
Shakedown											0	0	0										
Towers	4										16	0	16										
Training											0	0	0										
Trip Officers								7			0	7	7										
Visiting								2			0	2	2										
Warehouse											0	0	0										
<b>SUB-TOTAL</b>	<b>11</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>26</b>	<b>0</b>		<b>52</b>	<b>44</b>	<b>96</b>										
<b>GRAND TOTAL</b>	<b>30</b>	<b>4</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>63</b>	<b>0</b>		<b>133</b>	<b>85</b>	<b>218</b>										
<b>EMPLOYEE RELIEF</b>												<b>24</b>	<b>1.6</b>	<b>0</b>	<b>1</b>	<b>TOTAL RELIEF</b>	<b>27</b>						
<b>TOTAL SECURITY STAFF REQUIRED</b>												<b>245</b>											
		Category A		Category B																			
ACTUAL SECURITY POSITIONS		Authorized		Other		ADDITIONAL SECURITY POSITIONS REQUIRED <b>-1</b>																	
Corrections Colonel		0																					
Corrections Lt. Colonel		1																					
Corrections Major		5																					
Corrections Captain		9																					
Corrections Lieutenant		21																					
Corrections Mesgt./Sgt./Cadet		210																					
<b>TOTALS</b>		<b>246</b>		<b>0</b>																			
												<b>TOTAL ACTUAL SECURITY POSITIONS</b> <b>246</b> <b>PREPARED BY:</b> _____ <b>Telephone #</b> _____ <b>Wardens Signature</b> _____											
<b>TO BE COMPLETED BY HEADQUARTERS HUMAN RESOURCES OFFICE ONLY</b>																							
Total Actual Ranking Officer Positions				36				Housing Officers				70				Other Officers				96			
Capacity				1538				Total Inmate Population				1538				Total Inmate Population				1538			
Ratio				1:42.72				Ratio				1:21.97				Ratio				1:16.02			
Total Actual Security Positions (Mesgt./Sgt./Cadet)				210				Housing Officers				70				Other Officers				96			
Capacity				1538				Total Officers				246				Total Officers				246			
Ratio				1:7.32				Ratio				1:3.51				Ratio				1:2.56			
Total Ranking Officer Positions				36				Field Officers				21				Total Relief				27			
Total Officer Positions				246				Total Inmate Population				1538				Total Security Staff Required				245			
Ratio				1:5.83				Ratio				1:73.24				%				10.87%			
Total Actual Security Positions (Mesgt./Sgt./Cadet)				210				Field Officers				21				Additional Security Positions Required				-1			
Total Officer Positions				246				Total Officers				246				Total Security Staff Required				245			
Ratio				1:1.17				Ratio				1:11.71				%				-0.57%			

#### 14. SECURITY STAFFING SUMMARY OF ADDITIONAL POSITIONS REQUIRED

Chart **D.14.** depicts the number of additional security positions required at each institution as determined by the Security Staffing Summary. The number is determined by subtracting the Institution's total number of security positions from the number of security positions required for mandatory and non-mandatory posts plus the relief factor.

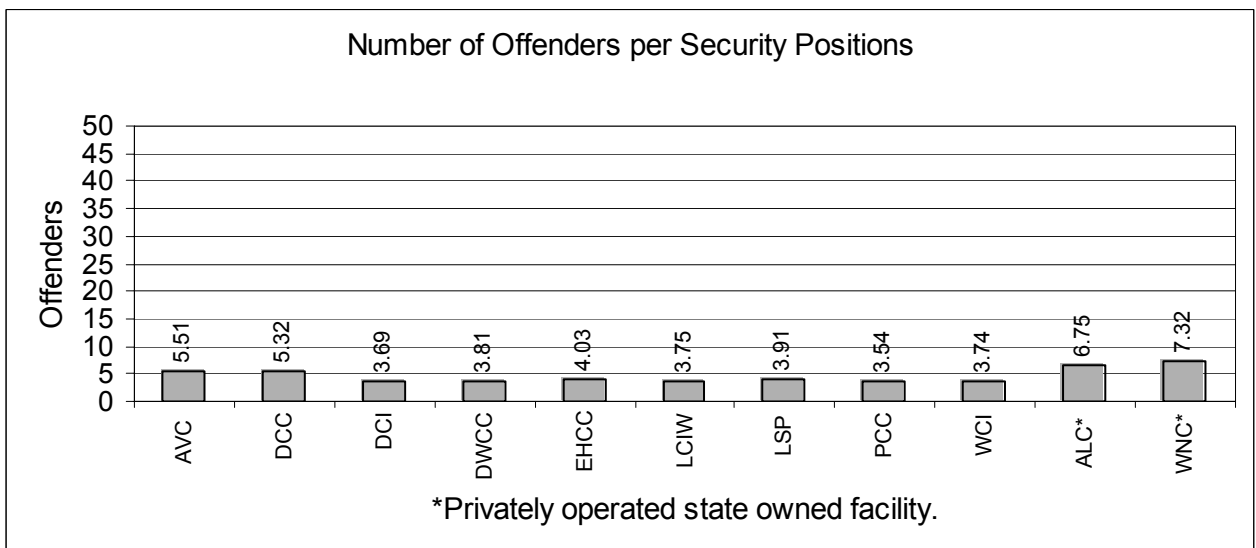
**D.14.**



#### 15. NUMBER OF OFFENDERS PER SECURITY POSITION

Chart **D.15.** depicts the number of offenders per security positions inclusive of the titles: Cadet, Sergeant, and Sergeant Master.

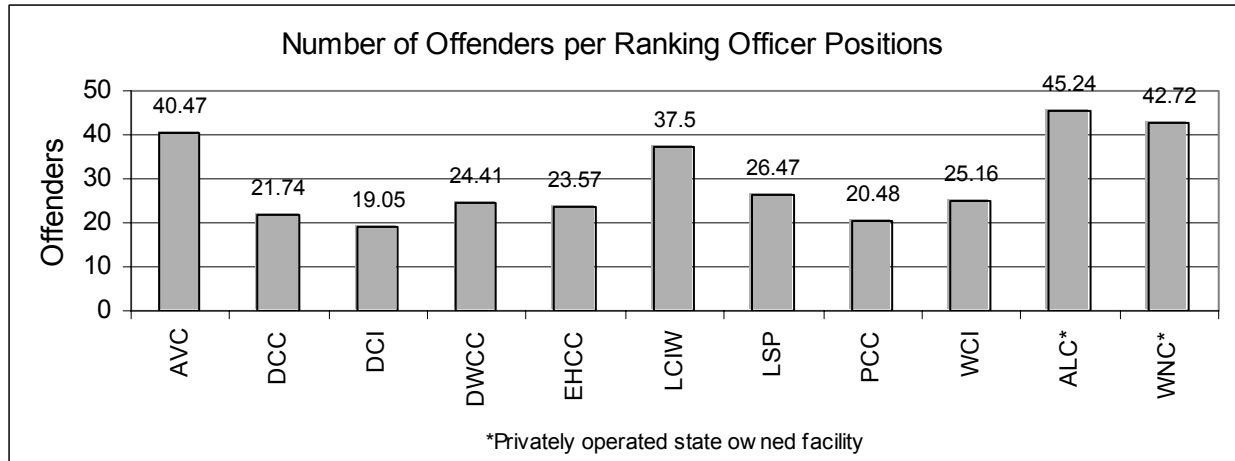
**D.15.**



## 16. NUMBER OF OFFENDERS PER RANKING OFFICER POSITIONS

Chart **D.16.** depicts the number of offenders per ranking officers positions. Ranking officer positions are Colonel, Lt. Colonel, Major, Captain, and Lieutenant.

**D.16.**

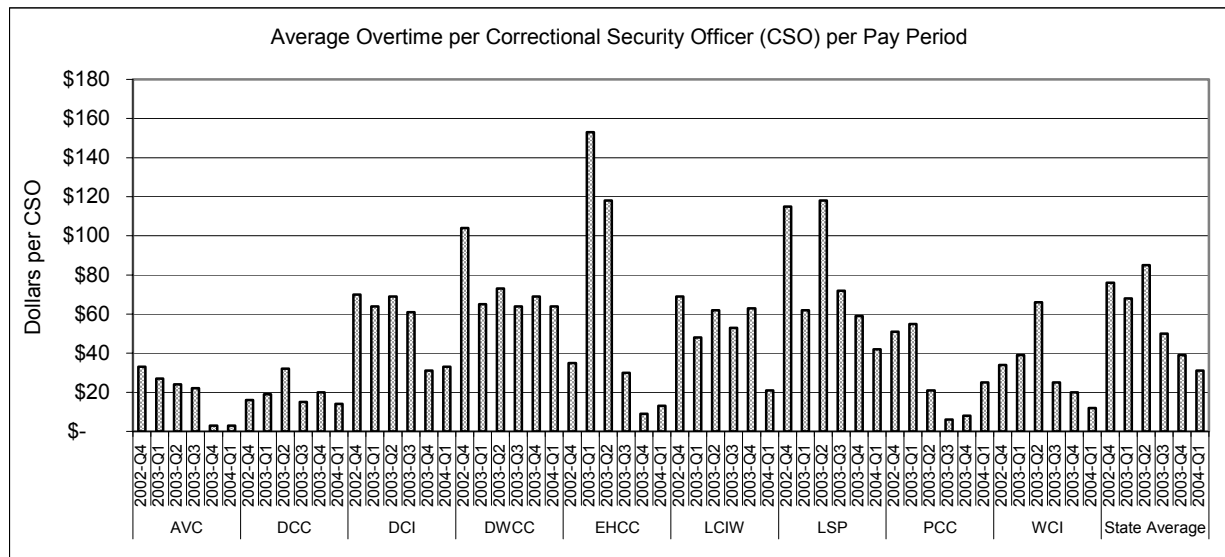


## 17. AVERAGE OVERTIME PER CORRECTIONAL SECURITY OFFICER (CSO) PER PAY PERIOD

### State Facilities

Chart **D.17.** depicts the average overtime paid per Correctional Security Officer (CSO) per pay period for adult correctional facilities. The overtime paid per CSO is derived by dividing the average amount paid for security overtime per pay period per quarter by the number of (TATO) CSOs.

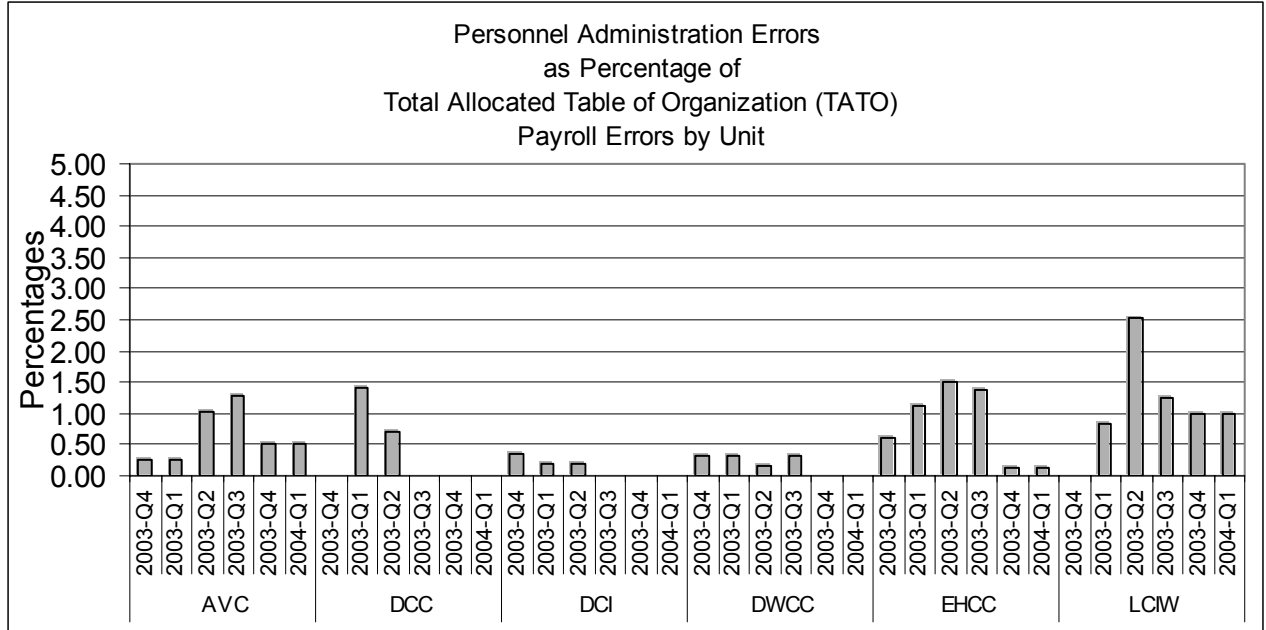
**D.17.**



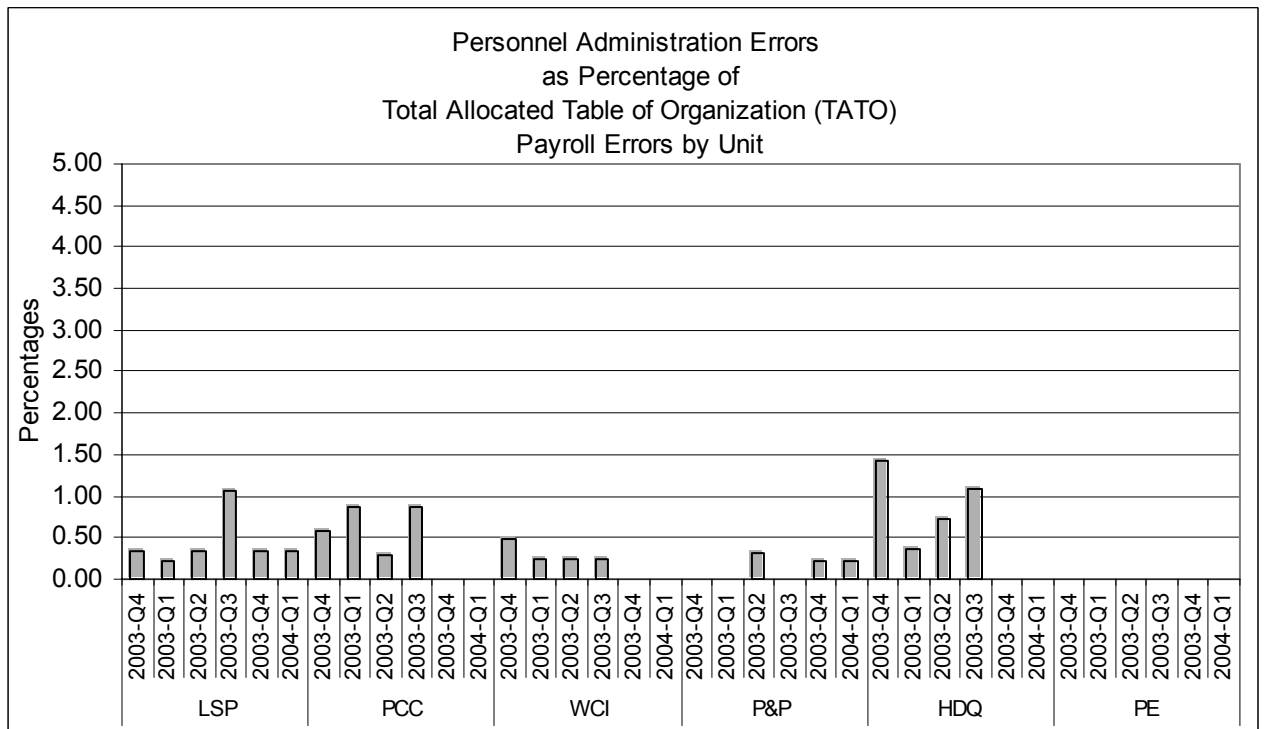
## 18. ISIS-HR PAYROLL LOCK-OUT REPORT

Charts **D.18.a.i.** thru **D.18.a.ii.** reflect ISIS-HR payroll reports that indicate problems with payroll data that results in an employee not receiving a payroll check.

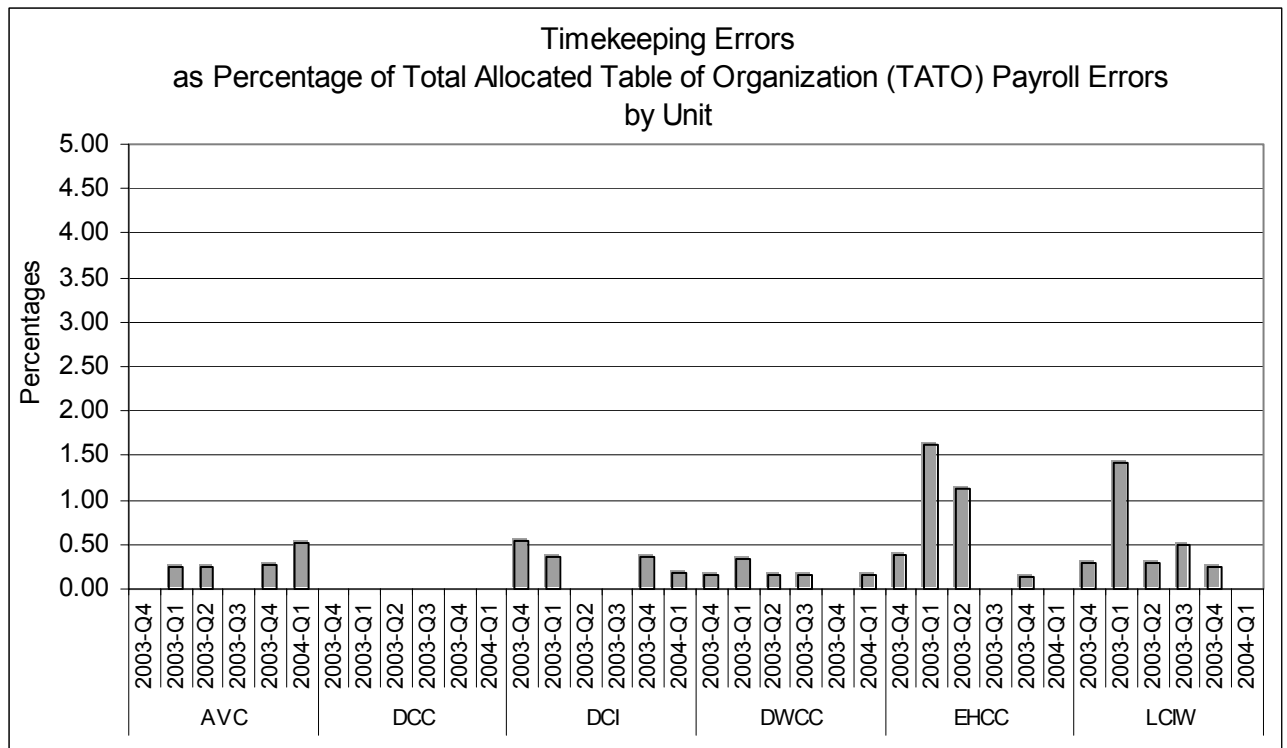
**D.18.a.i.**



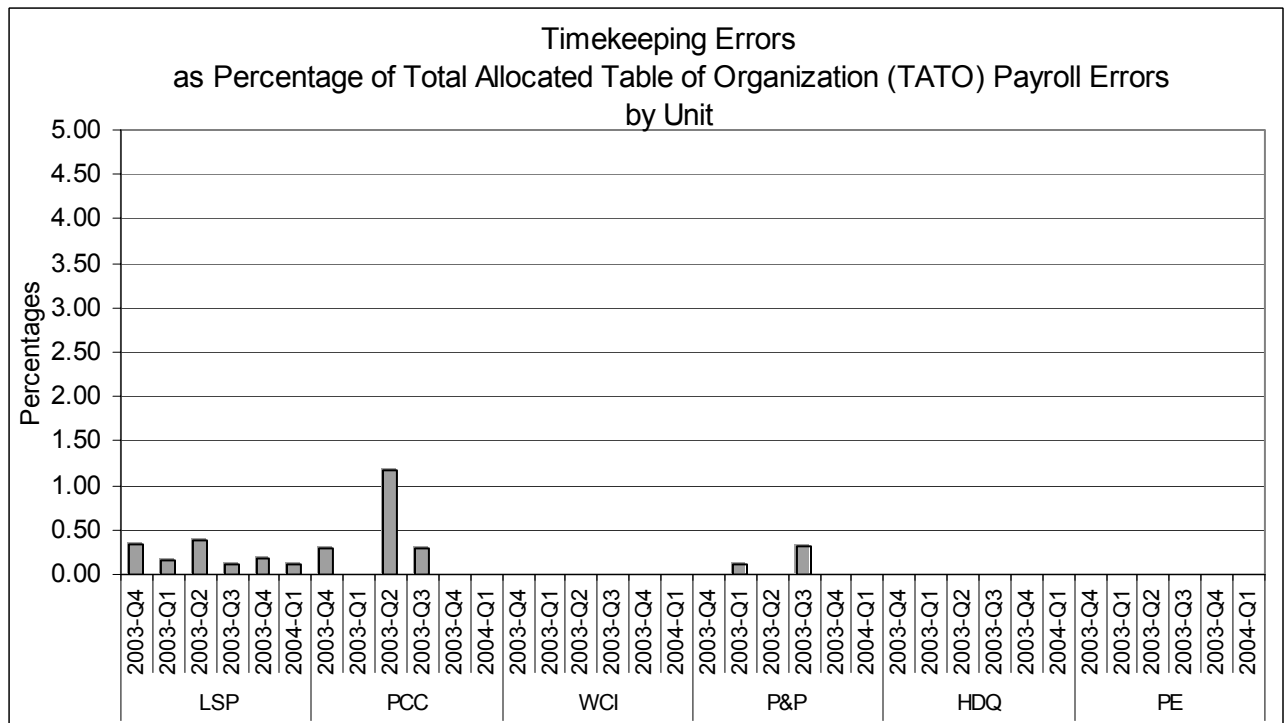
**D.18.a.ii.**



**D.18.b.i.**



**D.18.b.ii.**

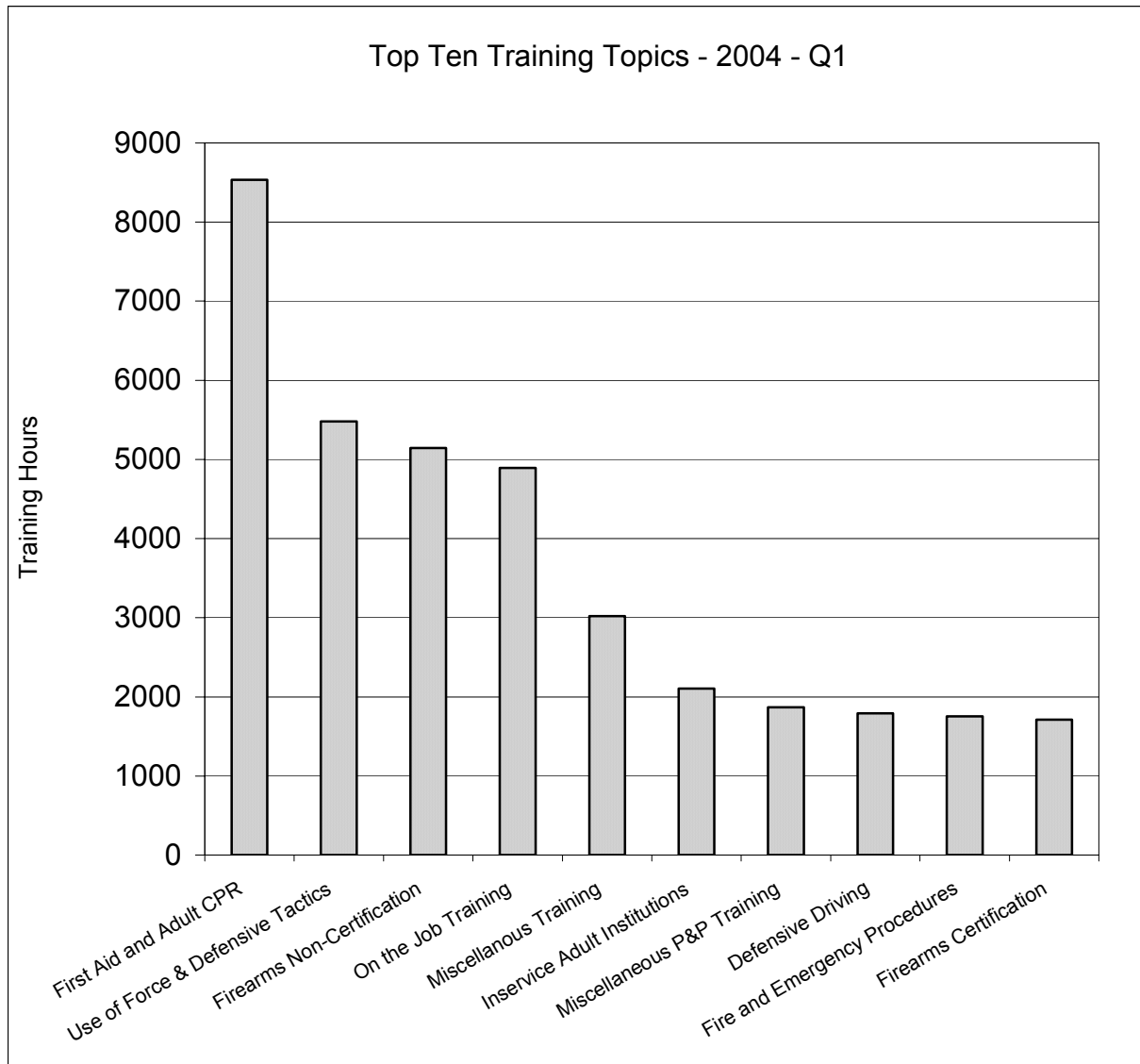




## 19. EMPLOYEE TRAINING

Chart **D.19.a.** shows the top ten most utilized courses for the Department during Q1 of 2004. The very high numbers for First Aid CPR reflect efforts to train on mandatory topics early in the calendar year. Other courses reflect topics applicable throughout the Departments field units and Headquarters such as Defensive Driving.

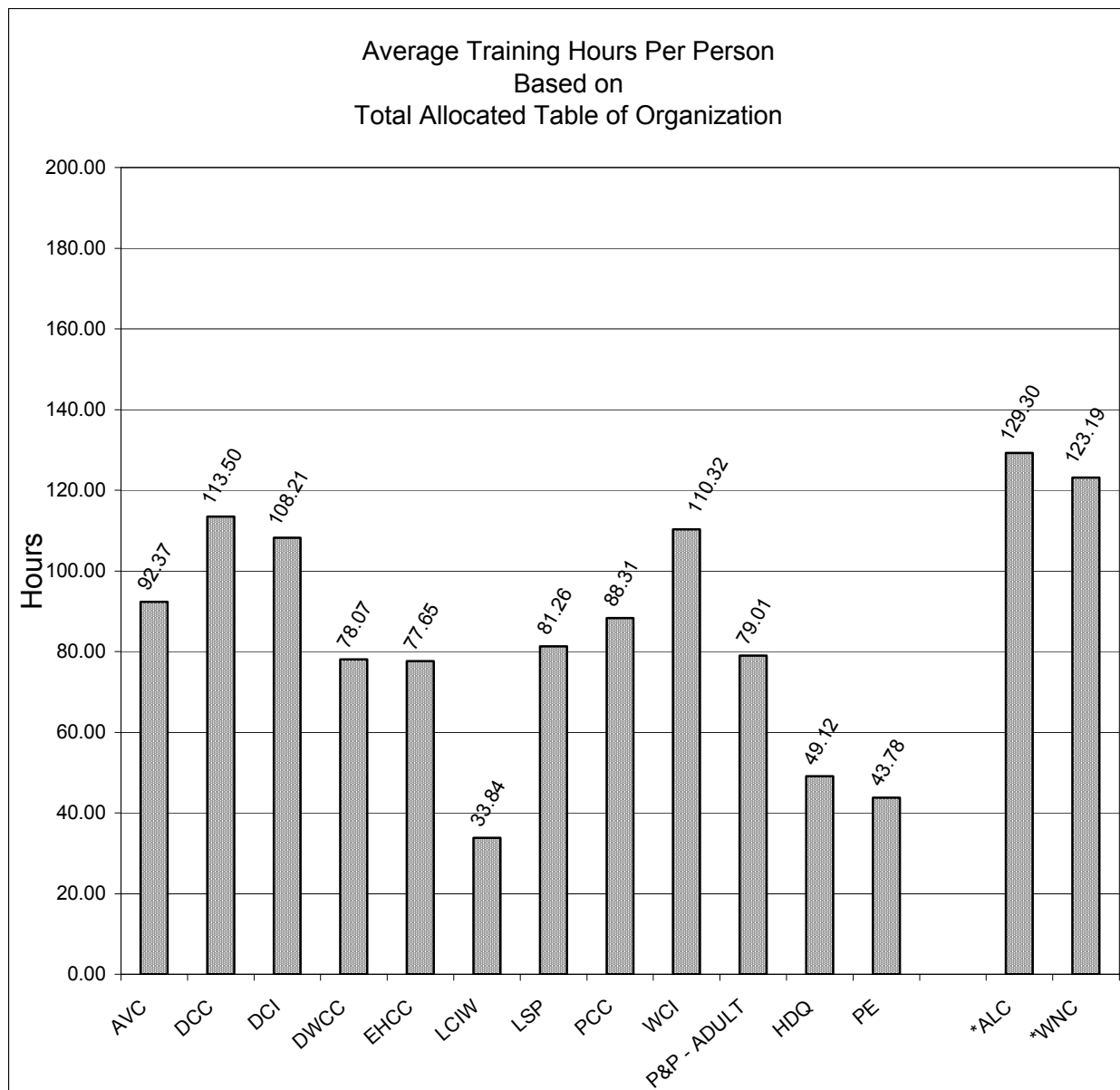
**D.19.a**



Totals reflect a broad base of training throughout the Department that applies to mandatory adult unit requirements. The specific content of these mandatory courses may vary depending on the unit and the general population it serves. Miscellaneous training reflects general topics suitable to Department units but not meeting existing topic descriptions. These topics are clarified in the comment lines of the individual class entries.

Chart **D.19.b.** depicts a four-quarter total of the annual average training hours per person for Q2 of 2003 through Q1 of 2004. These totals have not been adjusted to reflect employee turnover rate. All units average greater than 40 hours annually with one exception regardless of the ratio of 40-hour staff to 16-hour staff. WNC figures were not available at the time of this report. Generally the higher the number of hours over 40, the greater the ratio of security and professional staff to clerical/non professional staff.

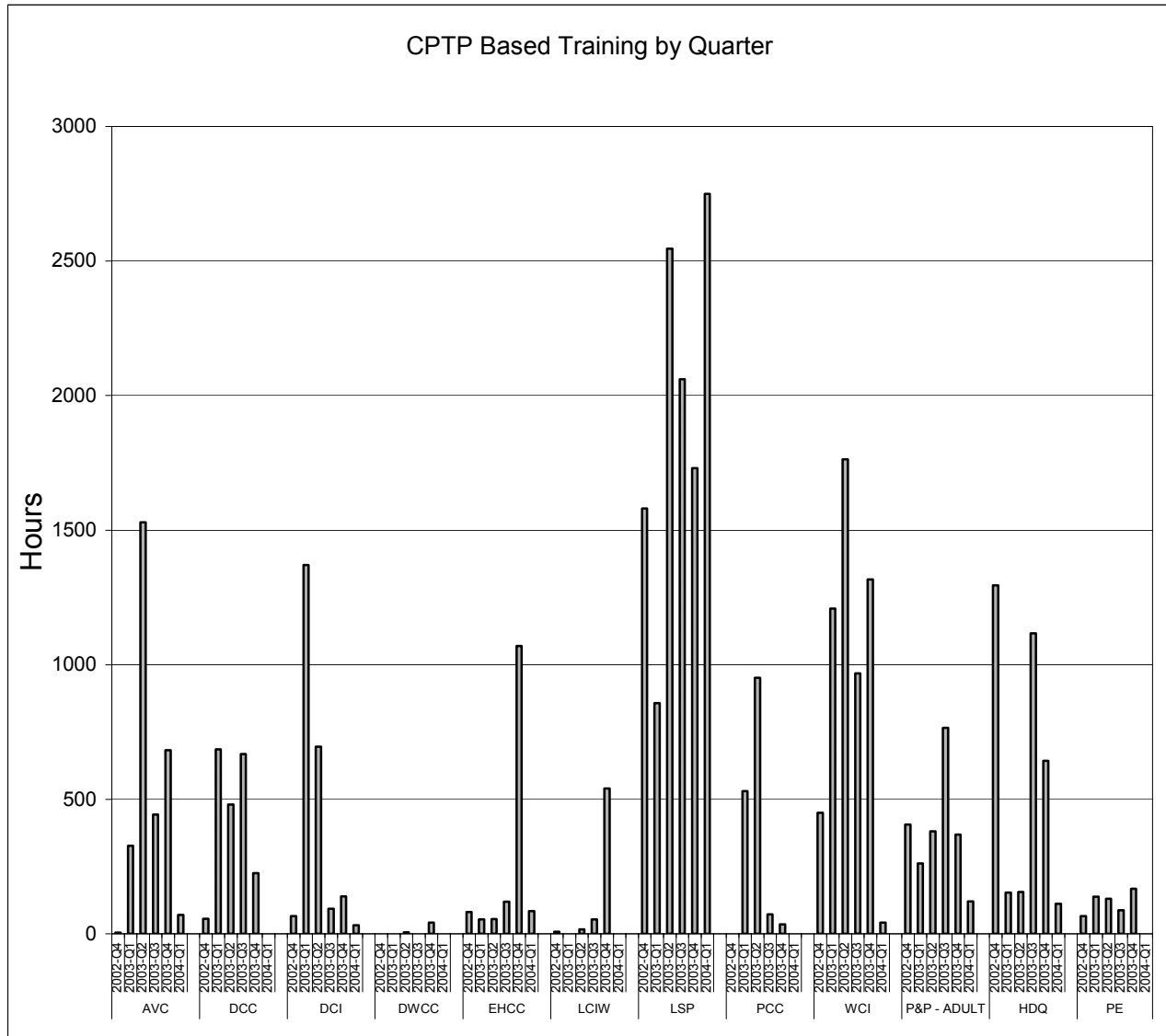
**D.19.b.**



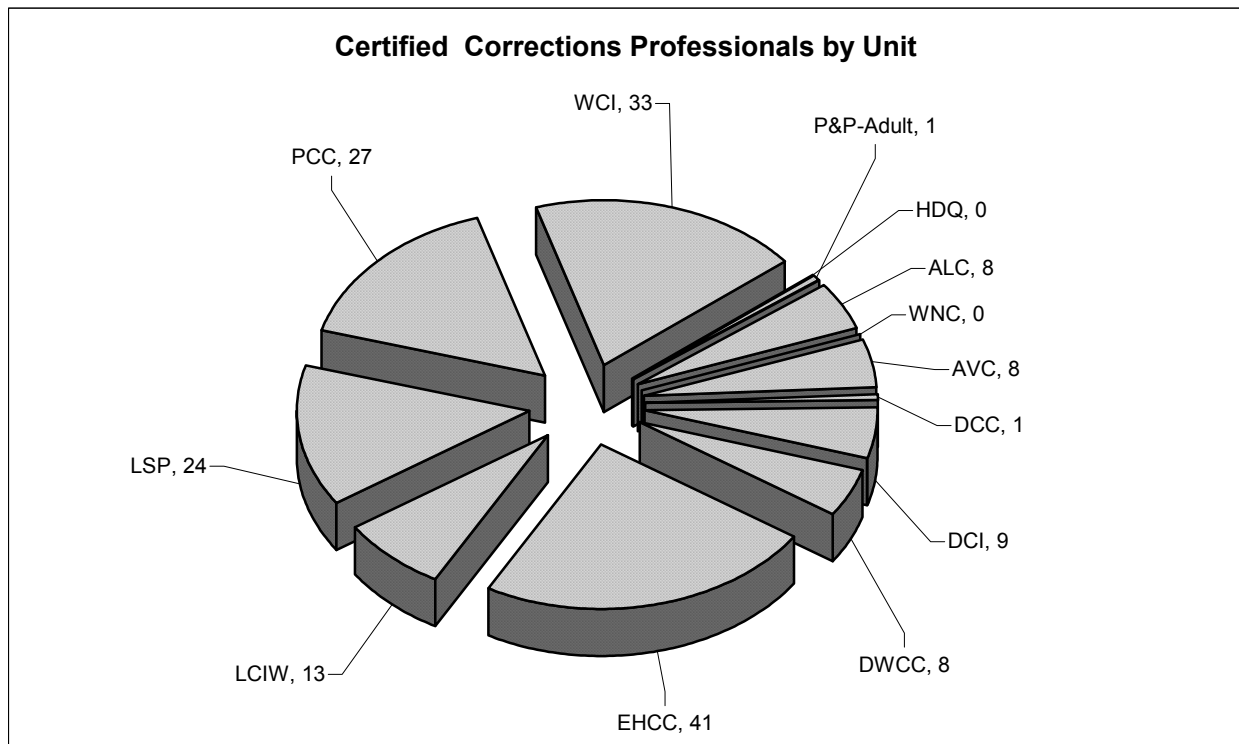
\* Privately operated state owned facility.

Chart **D.19.c.** depicts the Departments utilization of the Comprehensive Public Training Program (CPTP) provided by the Division of Administration over the past six quarters. These numbers reflect classroom training (including the new Civil Service mandatory training) and computer-based training. LSP consistently conducted a significant management-training program in the using CPTP resources. ALC and WNC are privately operated state owned facilities and are not eligible to participate in CPTP training.

**D.19.c.**

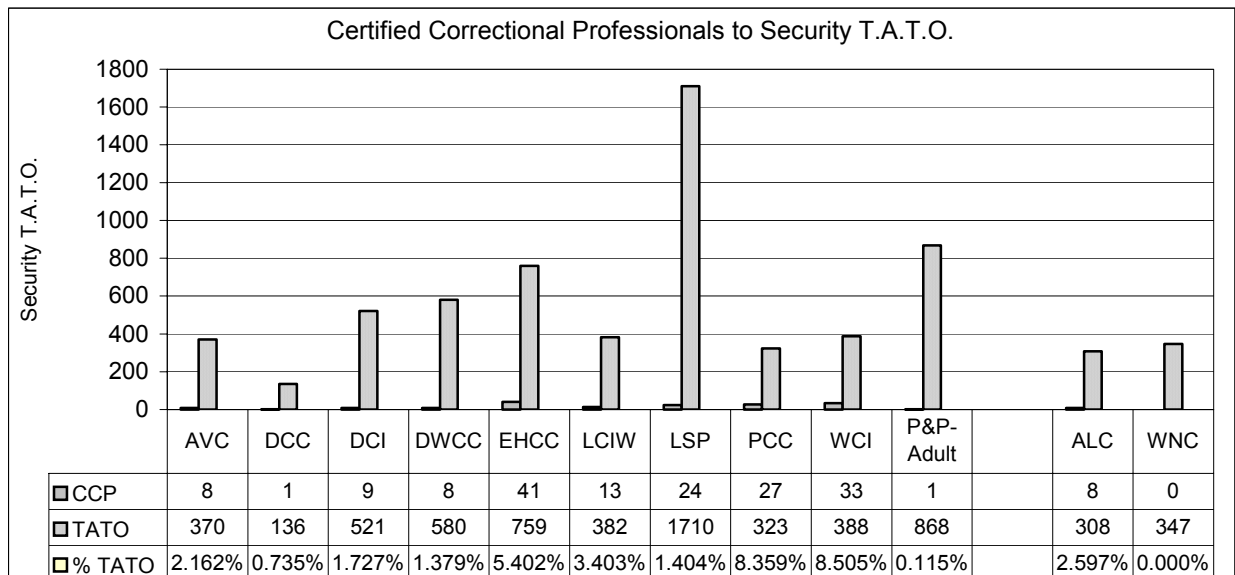


**D.19.d.**



The Department leads the nation in total number of Certified Corrections Professional designations by the American Correctional Association (ACA). ACA lists 184 professional designees in Louisiana with 173 of those from State Facilities – Adult and Probation & Parole.

**D.19.e.**



Certified Corrections Professionals data based on figures released by the American Correctional Association (ACA) through August 11, 2003.